USER MANUAL

Create sentences using the following vocabulary words:
rough winsome meddle ensue
NEO
NEO2
The Borrowers (2 of 10)
After Crompruri saw the boy with his nose down rabbit holes, it was Crompruri's belief that the boy had a ferret.
A ferret is __
A. an old-fashioned gun
B. a weasel-like animal

# NEO™
BY ALPHASMART™

# NEO2™
BY ALPHASMART™

AlphaSmart™
A Renaissance Learning™ Brand

# and

# User Manual

# Contact Information

The AlphaSmart Web site is a good source of information about products, sales, support, community forums, and the latest news. Visit the AlphaSmart Web site at:

www.alphasmart.com (United States)

www.alphasmart.co.uk (United Kingdom)

www.alphasmart.com/international (all other countries)

If you can't find the information you're looking for on the Web site, use this contact information:

## United States

Renaissance Learning
PO Box 8036
Wisconsin Rapids, WI 54495-8036

**Technical questions or problems:**
Phone: (888) 274-2720
Email: support@alphasmart.com
Web: www.alphasmart.com/support

**Purchase AlphaSmart products, general information, or sales questions:**
Online store: www.alphasmart.com
Phone: (888) 274-0680
Email: info@alphasmart.com

## United Kingdom

**Technical questions or problems:**
Phone: 0870 120 0718
Email: UK-help@alphasmart.com

**Latest support information:**
Web: www.alphasmart.co.uk/support

**Purchase AlphaSmart products:**
Web: www.alphasmart.co.uk/ordering
(This URL also provides a list of resellers and AlphaSmart contacts.)

## Europe, Middle East, and Africa

**Technical questions or problems:**
Phone: +44 870 120 0718
Email: UK-help@alphasmart.com

**Latest support information:**
Web: www.alphasmart.eu/support
Select your country or region.

**Purchase AlphaSmart products:**
Web: www.alphasmart.com/international
(This URL also provides a list of resellers and AlphaSmart contacts.)

## Asia/Pacific, Canada, and Latin America

**Technical questions or problems:**
Contact your local reseller. If you do not have a local reseller, email Technical Support at support@alphasmart.com.

**Latest support information:**
Web: www.alphasmart.com/support
Select your country or region.

**Purchase AlphaSmart products:**
Web: www.alphasmart.com/international
(This URL also provides a list of resellers and AlphaSmart contacts.)

# Copyright Notice

Copyright © 2007 by Renaissance Learning, Inc. All Rights Reserved.

This publication is protected by US and international copyright laws. It is unlawful to duplicate or reproduce any copyrighted material without authorization from the copyright holder. This document may be reproduced only by staff members in schools that own NEO devices. For more information, contact Renaissance Learning, Inc., at the address above.

AlphaSmart, AlphaHub, AlphaQuiz, NEO, SmartApplet, and Renaissance Learning are trademarks of Renaissance Learning, Inc., and its subsidiaries, registered, common law, or pending registration in the United States and other countries.

Macintosh is a registered trademark of Apple Computer, Inc., registered in the US and other countries.

Microsoft and Windows are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Adobe and Acrobat are registered trademarks of Adobe Systems Incorporated in the United States and/or other countries.

IrDA is a registered trademark of the Infrared Data Association.

As technology advances, it becomes necessary for software companies to drop support for older operating systems and third-party software. It is the responsibility of customers to keep their computers, networks, operating systems, and third-party software up-to-date and functional. Although Renaissance Learning will not discontinue support for older products immediately, we will continue to evaluate system requirements and do our best to provide advance notice when it becomes necessary to raise our requirements.

51-0014B-070914

09/07 NEO/NEO2

# CONTENTS


**Introduction . . . . . 1**

Why Use NEO? . . . . . 1

NEO and NEO 2 in This Manual . . . . . 2

**Getting Started . . . . . 3**

System Requirements . . . . . 3

Installing the Batteries . . . . . 3

How to Install AA Batteries. . . . . 4

How to Install and Charge a Rechargeable Battery Pack. . . . . 5

Starting the NEO . . . . . 6

Writing on Your NEO . . . . . 7

How to Start Writing on a NEO . . . . . 7

What to Do If the File That Opens Isn't Blank . . . . . 7

Checking the List of SmartApplets Installed on the NEO. . . . . 8

Sending Files to Your Computer . . . . . 9

Sending Files Using a Direct Cable Connection . . . . . 9

Connecting Your NEO to a Computer Using a USB Cable. . . . . 9

Sending Text When Connected by a USB Cable . . . . . 10

Sending Files Using Infrared (IR) Beaming . . . . . 11

Sending Files to Programs Other Than Word Processing Programs . . . . . 13

Tips for Sending Text to a Spreadsheet . . . . . 13

Sending Files from One NEO to Another . . . . . 13

Printing from NEO . . . . . 14

How to Print by Connecting your NEO to a USB Printer . . . . . 15

How to Send Text to a Printer Using IR Beaming . . . . . 15

How to Print Wirelessly Using NEO 2's RF Capability . . . . . 15

Installing AlphaSmart Manager. . . . . 16

Installing AlphaSmart Manager on Windows Computers. . . . . 16

Installing AlphaSmart Manager on Macintosh Computers. . . . . 17

Setting Up Infrared Beaming and Installing AlphaBeam . . . . . 18

Requirements for Using IR Beaming with NEO. . . . . 18

NEO . . . . . 18

IR Capability on Your Computer . . . . . 18
Computer Requirements . . . . . 18
Programs Required . . . . . 18
Installing AlphaBeam . . . . . 19
Installing AlphaBeam on Windows Computers . . . . . 19
Installing AlphaBeam on Macintosh OS 10 Computers . . . . . 20
Setting Up a Renaissance Receiver for NEO 2 . . . . . 21
How to Connect a Renaissance Receiver to Your Computer . . . . . 21
How to Name the Receiver . . . . . 22

**Writing on NEO Using AlphaWord Plus . . . . . 24**

Starting AlphaWord Plus . . . . . 24
Entering and Editing Text . . . . . 25
Moving the Cursor . . . . . 25
Selecting Text . . . . . 26
Cutting/Copying/Pasting/Deleting Text . . . . . 26
About the NEO Clipboard . . . . . 27
To view the clipboard contents: . . . . . 27
To view the clipboard status: . . . . . 27
Managing Files in AlphaWord Plus . . . . . 27
Creating New Files . . . . . 28
Naming and Saving Files . . . . . 28
Finding and Opening Files . . . . . 29
Formatting Text . . . . . 30
Using Tabs . . . . . 30
Changing Font Size . . . . . 30
How to Change the Font Size . . . . . 31
How the System Font Differs from the Large Font . . . . . 32
Finding Text in AlphaWord Plus Files . . . . . 33
Searching for Text . . . . . 33
Finding and Replacing Text . . . . . 34
Finding Sections of a File . . . . . 35
An Example of How Sections Work in AlphaWord Plus . . . . . 35
Checking Spelling . . . . . 36
Spell Check Tips . . . . . 37
Turning Off Spell Check . . . . . 38
User Dictionary . . . . . 38

Using the Thesaurus . . . . . 39
Spanish-English Word Lookup. . . . . 40
Using Linked Files. . . . . 42
How to Send a Linked File to Your NEO(s) . . . . . 43
How to View a Linked File on Your NEO . . . . . 44
Tips for Using Linked Files . . . . . 44
A Sample Linked File. . . . . 45
Character, Word, Paragraph, and Page Counts . . . . . 46
File Size Limits. . . . . 47
Reaching the Size Limit for a File. . . . . 48
Checking the File Size and the Number of Pages Available. . . . . 48
Clearing and Deleting Files . . . . . 49
How to Clear a File (Remove Its Contents). . . . . 50
How to Clear All Numbered Files (File 1-File 8). . . . . 50
Deleting Files . . . . . 51
How to Delete the Open File . . . . . 51
How to Delete a File from a List of Files . . . . . 51
How to Delete All Files . . . . . 51
Recovering Data. . . . . 52
Using the Typing Timer . . . . . 52

**SmartApplets . . . . . 54**

Managing SmartApplets . . . . . 54
What Are SmartApplets? . . . . . 54
Installed SmartApplets . . . . . 54
How to Use Your SmartApplets . . . . . 55
Managing the SmartApplets on Your NEO . . . . . 55
How to Change the Startup SmartApplet from the SmartApplets Menu . . . . . 56
How to Disable a SmartApplet from the SmartApplets Menu . . . . . 56

**Using the Responder SmartApplet on NEO 2 . . . . . 57**

Preparing to Use NEO 2 with AccelTest, Accelerated Math RP, or the 2Know! Toolbar . . . . . 57
Using NEO 2 to Complete AccelTest Assignments . . . . . 57
Using NEO 2 in a Student-Paced Session in AccelTest . . . . . 58
Teacher Preparation Steps . . . . . 58

Steps Students Follow during a Student-Paced Session . . . . . 58
Using NEO 2 in a Teacher-Paced Session in AccelTest . . . . . 60
Teacher Preparation Steps . . . . . 60
Steps Students Follow during a Teacher-Paced Session . . . . . 60
Using NEO 2 to Complete Accelerated Math Assignments . . . . . 61
Teacher Preparation Steps . . . . . 61
Steps Students Follow to Complete Accelerated Math Assignments . . . . . 61
Using NEO 2 with the 2Know! Toolbar. . . . . 63
How Students Respond to 2Know! Toolbar Questions Using NEO 2 . . . . . 63
How Teachers Can Use NEO 2 to Control the 2Know! Toolbar Program . . . . . 64

**NEO Settings . . . . . 66**

Changing Settings in the Control Panel . . . . . 66
How to Change the Settings in the Control Panel . . . . . 66
About the Settings in the Control Panel . . . . . 67
Spell Check Settings . . . . . 67
AlphaWord Plus Settings. . . . . 68
Change Default SmartApplet Font . . . . . 69
Turn Calculator Off . . . . . 69
Two-Button On Option . . . . . 69
Set Screen Contrast . . . . . 69
Keyboard Command Reference List. . . . . 70
View Keyboard Layout . . . . . 70
Display Battery Status . . . . . 70
Change Keyboard Settings. . . . . 71
Search for Networks (NEO 2 Only) . . . . . 73
About NEO 2 (NEO 2 Only) . . . . . 73
Wireless Security (NEO 2 Only) . . . . . 74
About the Auto Repeat Setting . . . . . 74
Changing the Transfer Speed for Sending or Beaming Files . . . . . 74
How to Change the Transfer Speed for a USB Cable Connection . . . . . 75
How to Change the Transfer Speed for Beaming (IrDA Transfer Speed) . . . . . 75

## Passwords on NEO . . . . . 76

The Three Passwords Used with NEOs . . . . . 76

Enabling Password Protection for AlphaWord Plus Files . . . . . 77

Enabling or Disabling File Passwords While Working in AlphaWord Plus . . . . . 77

Enabling or Disabling File Passwords in the Control Panel . . . . . 77

Setting Individual Passwords for AlphaWord Plus Files . . . . . 78

How to Change a File Password from within the Control Panel . . . . . 78

How to Change a File Password from within AlphaWord Plus . . . . . 79

Resetting File Passwords . . . . . 79

How to Reset All File Passwords from within the Control Panel . . . . . 79

How to Reset All File Passwords from within AlphaWord Plus . . . . . 80

## System Status . . . . . 81

## Working with AlphaSmart Manager . . . . . 82

About AlphaSmart Manager . . . . . 82

Starting AlphaSmart Manager and Connecting Your NEO . . . . . 83

Viewing, Printing, and Saving Files from Your NEO . . . . . 84

How to View One of the Files . . . . . 86

How to Print One or More Files . . . . . 87

How to Save Files . . . . . 89

Sending Files, Rubrics, or Write On! Lessons to NEOs . . . . . 91

Creating and Sending Text Files . . . . . 91

Sending Rubrics to NEOs . . . . . 93

Sending Write On! Lessons to NEOs . . . . . 98

Sending Empty Files to NEOs . . . . . 101

Retrieving KeyWords Data Using AlphaSmart Manager . . . . . 101

Installing SmartApplets on NEOs Using AlphaSmart Manager . . . . . 101

Deleting SmartApplets from NEOs . . . . . 104

Defining System Settings for the NEO . . . . . 105

System Settings You Can Change in AlphaSmart Manager . . . . . 106

How to Change System Settings Using AlphaSmart Manager . . . . . 107

About the Startup SmartApplet . . . . . 107

Defining Settings for SmartApplets . . . . . 108

About the Disable This SmartApplet Setting . . . . . 109

AlphaWord Plus Settings. . . . . 109
File Sizes . . . . . 109
Spell Check Settings . . . . . 110
Other SmartApplets Settings . . . . . 110
Using Send Lists . . . . . 110
How to Send Changes Without Saving the Send List. . . . . 111
How to Save Changes in a Send List . . . . . 111
How to Open a Saved Send List . . . . . 112
How to Close a Saved Send List That Is Open . . . . . 112
Passwords in AlphaSmart Manager . . . . . 112
Setting or Changing the Master Password . . . . . 112
Setting or Changing the Send List Password . . . . . 113
Clearing (Removing) a Send List Password . . . . . 114
Enabling File Passwords for AlphaWord Plus Files and Changing the Default File Password . . . . . 114
Sending a User Dictionary to NEO . . . . . 115
Replacing the Thesaurus with the Spanish-English Word Lookup . . . . . 117
Other AlphaSmart Manager Tasks . . . . . 118

**Troubleshooting . . . . . 119**

Nothing appears on the NEO screen when I turn it on. . . . . 119
When I attach my NEO to my computer, I can't send any data, and my NEO screen shows a file instead of the "Attached to..." message. . . . . 119
When I turn on my NEO, I see something other than the file that I expected. . . . . 119
When I send a file to my computer, some of the characters don't show up. . . . . 120
I try to type in a file, but no characters appear. . . . . 120
My file (or the end of my file) is filled with garbage characters. . . . . 121
When I transfer text to my Windows computer, the case of the characters is reversed; all the lowercase characters show up as uppercase, and the uppercase characters show up as lowercase. . . . . 121
When I press a key, the wrong letter appears on the screen. . . . . 121
My LCD screen broke. Is it covered under warranty? What should I do? . . . . . 121
Do I need antivirus software for my NEO? . . . . . 121
What should I do if I spill something on my NEO? . . . . . 122
When I use Kid Works and Student Writing Center on my computer, I can't seem to send text from my NEO. . . . . 122

## More About NEO Batteries and Power Sources . . . . 123

How Your NEO Receives Power. . . . . 123
NEO Turns on Automatically When Connected . . . . . 123
Replacing AA Batteries . . . . . 124
Using the Optional Rechargeable Battery Pack . . . . . 125
Specifications for the AC Adapter . . . . . 125
About the Optional Rechargeable Batteries . . . . . 126
Conditioning the Batteries . . . . . 126
Storing and Recharging NEOs . . . . . 127
Lifetime of the Rechargeable Batteries . . . . . 127
Toxic Elements Statement. . . . . 128
Low Battery Message. . . . . 128
Checking Battery Status (Charge) . . . . . 128
Tips on Caring for Batteries . . . . . 129
NEO's Backup Lithium Battery . . . . . 129

## Keyboard Commands and Special Characters . . . . . 130

Keyboard Commands . . . . . 130
International and Special Characters . . . . . 134
Troubleshooting Special Characters . . . . . 137

## Warranty and Maintenance . . . . . 138

Warranty. . . . . 138
Guarantee. . . . . 138
Maintenance Tips . . . . . 139
Storing Your NEO . . . . . 139
Return Procedures. . . . . 140
FCC Statement . . . . . 141
FCC Caution . . . . . 141

## Index . . . . . 142

# INTRODUCTION

Welcome to NEO, the better laptop for school and the perfect writing tool from AlphaSmart. With NEO, you can comfortably write, edit, and store text quickly and conveniently, no matter what your location. NEO's light weight and long battery life make it an easy choice to use at school, the library, in meetings, or out in the field. NEO integrates with your computer and prints directly to your printer, either wirelessly or with a cable connection.

If you have a NEO 2 model, you can also use it as you would use Responders with a Renaissance Receiver, allowing you to get real-time input from students in your classroom, and you can use its radio frequency capability to print wirelessly.

NEO comes with AlphaSmart Manager software, the companion program that runs on your computer (Windows or Macintosh) and lets you manage and configure your NEO(s).

***If you're using a group of NEOs with an AlphaHub (the SmartOption Cart),*** *consult the* AlphaSmart Manager 2 User Manual *for more detailed information about using AlphaSmart Manager in group settings.*

## Why Use NEO?

With NEO you've got a solution that is

- **Simple**. Just turn it on and start typing; turn it off when you're done. Everything is saved as you type. With its built-in AlphaWord Plus word processor, you can write stories, capture brainstorming ideas, take notes or minutes, and more. Then you can easily transfer the information to any computer or printer.
- **Flexible**. You can customize NEO to suit your varying needs. You can control the screen contrast level on NEO's large, easy-to-read display. And you can choose a font size in AlphaWord Plus that lets you work comfortably no matter where you are or what you're working on. You can also set file sizes so that your NEO works the way you do.
- **Infrared-compatible**. NEO comes with a built-in IrDA port for sending text or printing to infrared-enabled devices. (NEO 2 also has radio frequency capability for use with a Renaissance Receiver or for wireless printing.)
- **Rugged and portable**. NEO is built to endure. Its design ensures it can be toted to classrooms, board rooms, seminars, on vacation, or virtually anywhere without damage. Its light weight and extra long battery life make it an invaluable tool.

- **Expandable**. NEO comes with a variety of SmartApplets: AlphaWord Plus, Calculator, Control Panel, Beamer, KeyWords, and AlphaQuiz. You can purchase and install other optional SmartApplets, such as Co:Writer® by Don Johnston Inc., to support your needs.
- **Windows and Macintosh compatible**. NEO works with both Windows and Macintosh computers.

## NEO and NEO 2 in This Manual

This manual describes both NEO and NEO 2 models. When it refers to NEO, the manual is referring to both models. When it refers to NEO 2, the manual is describing features that are only available on that model.

# GETTING STARTED

This section explains how to start using your NEO. It includes this information:

- System requirements for computers used with NEO
- Installing or recharging the batteries
- Starting the NEO
- Starting to write on NEO
- Checking the SmartApplet list
- Sending files to your computer
- Beaming files between NEOs
- Printing from NEO
- Installing AlphaSmart Manager
- Set up infrared capabilities (optional)
- Setting up a Renaissance Receiver

## System Requirements

For the latest NEO system requirements, go to www.alphasmart.com\support\.

## Installing the Batteries

***You can order the rechargeable battery pack after receiving the NEO*** *if you'd prefer it to standard batteries.*

Your NEO came with either three AA batteries or a rechargeable battery pack. You need to install the batteries or battery pack before you can use the NEO.

**Important:** For complete information about batteries (including the rechargeable battery pack), see "More About NEO Batteries and Power Sources" on page 123. This section will help you ensure maximum battery life for your NEO.

Follow the steps for the type of battery power you have.

## How to Install AA Batteries

1. Turn the NEO over. On the back of the NEO, put your thumbs in the circles on the battery compartment cover Ⓐ and slide the compartment cover toward the left to remove it from the NEO.

> ***After you install the batteries the first time,*** *you may use the small screw that came with the NEO to secure the cover. If you do this, you'll need to remove the screw the next time you install batteries.*

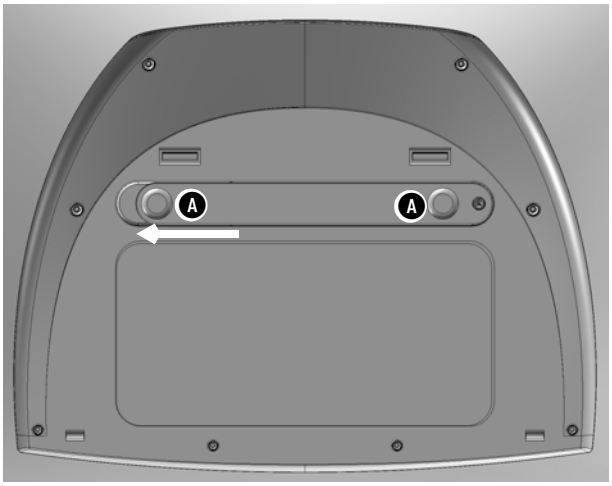
2. The first time you open the compartment, you'll find a small plastic bag with a Phillips screw for holding the battery compartment cover shut. Remove the bag.
3. Insert three AA batteries into the compartment. Make sure the + end of each battery points toward the black and red cables.

4. Put the battery compartment cover back on and slide it back in place. You can insert the small Phillips screw in the hole provided to make sure the cover stays shut.

## How to Install and Charge a Rechargeable Battery Pack

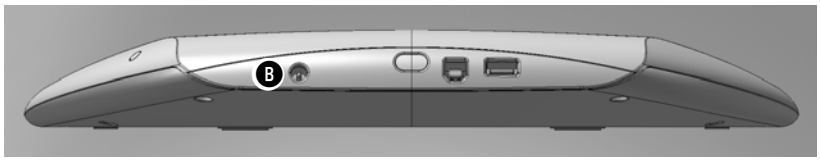
Charge the batteries **as soon as possible** after you receive it. Do not store the NEO without first charging the batteries.

1. Turn the NEO over. On the back of the NEO, put your thumbs in the circles on the battery compartment cover Ⓐ and slide the cover toward the left to remove it from the NEO.




***After you install the rechargeable battery pack the first time,*** *you may use the small screw that came with the NEO to secure the cover. If you do this, you'll need to remove the screw the next time you install rechargeable batteries.*

2. The first time you open the compartment, you'll find a small plastic bag with a Phillips screw for holding the battery compartment shut. Remove the bag.
3. Insert the rechargeable battery pack in the NEO with the cable end toward the matching cable in the NEO. Then, gently pull that cable out and connect it to the rechargeable battery pack.
4. Put the battery compartment cover back on and slide it back in place. You can insert the small Phillips screw in the hole provided to make sure the cover stays shut.
5. Connect the AC adapter cord to your NEO at the connector shown Ⓑ, and plug the cord into a working electrical outlet. The batteries will automatically start charging.




***You can use your NEO while it's charging,*** *but don't disconnect it until it is fully charged.*

6. The first time you charge the battery pack, let the unit charge for 16 hours. After that, whenever you recharge, let the unit charge for 4–8 hours. The light on the front of the NEO Ⓒ is green when the NEO is fully charged.

7. Disconnect the AC adapter cord when you've finished charging the battery pack.

***Rechargeable batteries should be conditioned so they hold a full charge.*** *For more information, see page 126.*

## Starting the NEO

To start your NEO after you install the batteries, simply press the **on/off** key in the upper-left corner of the keyboard.

You can use the Two-Button On setting in the Control Panel to require the **on** and **enter** keys to be pressed together in order to turn the NEO on. This helps prevent NEO from being turned on accidentally. For more information, see page 69.

# Writing on Your NEO

## How to Start Writing on a NEO

It's easy to start writing on your NEO. Once you turn NEO on, it will automatically start AlphaWord Plus, which is the SmartApplet (program) that you write in. A message will appear briefly to show you which of the eight files you are in. (These files correspond to the "file 1" through "file 8" keys on the NEO.) Since this is the first time you've written on the NEO, it should open in file 1, which is blank.

Begin typing. Your text appears on the screen.

You can use the arrow keys (← → ↑ ↓) to move your cursor in the text. Press **backspace** to erase the character to the left of the cursor; press **delete** to erase the character to the right of the cursor.

All text is automatically saved in the current file number while you type. To begin another document, press one of the other **file** keys (2 through 8) in the top row of the keyboard.

For more detailed information about writing using AlphaWord Plus, see page 24.

## What to Do If the File That Opens Isn't Blank

If you turn on your NEO and the screen isn't blank, it usually means that someone else has used the NEO before you, perhaps because you're sharing NEOs in a group or classroom. One of these three things may have happened:

- The NEO could be in AlphaWord Plus, but it could already have text in one or more of the files. You can press a different **file** key to find an empty file that you can write in.
- Your NEO may be in the SmartApplets menu, which shows the programs available on the NEO. Use the arrow keys to move the cursor next to **AlphaWord Plus**; then, press **enter** to start it. AlphaWord Plus will open one of the files that you can write in.

***This example shows a typical NEO 2 SmartApplet menu.*** *The order of SmartApplets on your NEO and the SmartApplets included may vary.*

```
Select a SmartApplet and press enter:
- Responder
- AlphaWord Plus
- Keywords
```

- The NEO may be in another SmartApplet, such as Calculator (shown below). Press the **applets** key to go to the SmartApplets menu. Then, use the arrow keys to move the cursor next to **AlphaWord Plus** and press **enter**. You might need to press one of the **file** keys along the top of the keyboard to find an empty file.

```
                                valid keys:
                                 +-*x/^(.)e
(15*2)+10/4 =           32.5
                                esc to exit
```

## Checking the List of SmartApplets Installed on the NEO

***AlphaWord Plus may not be the program that opens when you start the NEO*** *because you can change the startup SmartApplet. To change it on the NEO itself, see page 56. To change it using AlphaSmart Manager, see page 107.*

SmartApplets are programs installed on your NEO. When you start the NEO, AlphaWord Plus opens automatically so that you can start writing, but you can press **applets** to see a list of the other SmartApplets on your NEO. To open one of these SmartApplets, use the arrow keys to move the cursor next to it; then, press **enter**.

```
Select a SmartApplet and press enter:
- Responder
- AlphaWord Plus
- Keywords
```

Most NEOs come with these SmartApplets installed:

- AlphaWord Plus (for writing)
- Responder (for NEO 2 only; enables NEO 2 to be used like a Renaissance Responder)
- KeyWords (for learning or teaching keyboarding)
- Beamer (for sending files between NEOs)
- Control Panel (for changing settings for NEO or its SmartApplets)
- AlphaQuiz (for administering quizzes to students on the NEO)
- Calculator

For more general information about SmartApplets, see page 54.

The *NEO and SmartApplet Quick Guide* that you received provides basic instructions for using most of these SmartApplets. For detailed instructions, see the *SmartApplet User Manual* on your NEO Documentation CD.

# Sending Files to Your Computer

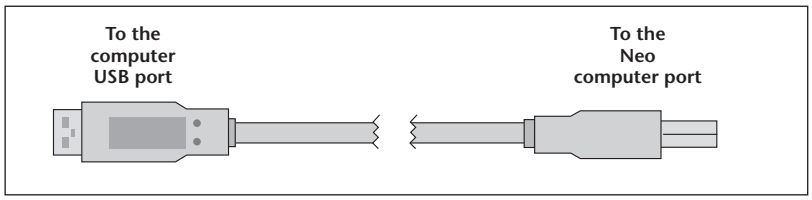
There are two ways to send files from the NEO to your computer:

- You can use a USB cable to connect the NEO to your computer. Then, you can send the files via the cable connection. See the instructions below.
- You can send the files using infrared beaming. See page 11.

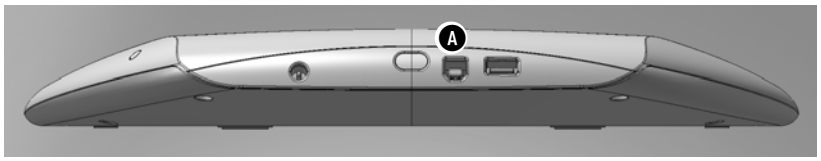
## Sending Files Using a Direct Cable Connection

### Connecting Your NEO to a Computer Using a USB Cable

1. Plug the thin, rectangular end of the USB cable into the computer's USB port.
2. Connect the smaller, square end of the cable into the computer port along NEO's top edge Ⓐ.




*The USB cable for connecting to USB computers*




3. On Windows computers, you may be prompted to install a driver the first time you connect your NEO to the computer with a USB cable. If so, accept the default values in the Wizard and click **Next >** in each panel. When you've finished, restart the computer.
4. NEO will automatically change modes to prepare to transfer files, and the screen will display one of the following messages. If you don't see the appropriate message, check your cable to make sure it's properly attached to the computer and the NEO.

Macintosh:

```
Attached to Mac, emulating keyboard.
Press send key to transfer File 1.
Press Cmd-Option-File key to switch to
a different file.
```

Windows:

```
Attached to PC, emulating keyboard.
Press send key to transfer File 1.
Press Cmd-File key to switch to a
different file.
```

As soon as you've successfully connected your computer to NEO, you can send text to your computer.

### Sending Text When Connected by a USB Cable

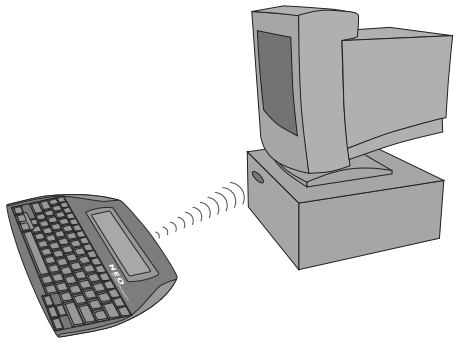
1. If you have AlphaSmart Manager installed on your computer, make sure it is closed. If AlphaSmart Manager is running, you can't send text to a computer file.
2. On your computer, open the file that you want to receive the NEO text into. (It can be a new file or a file that already has text.) Place your cursor where you want the text to begin.
3. Turn on your NEO and open the file you want to send.
4. Connect your NEO to your computer using the USB cable as described on page 9.
5. Press **send**. NEO displays a progress bar and a percentage of how much text has transferred.
6. On your computer, save the file.
7. If you don't want to keep the file on your NEO, press **clear file**, then press **Y** for yes. (You don't have to clear the file if you want to keep it.)
8. If you want to send another file to the computer, you can switch files on the NEO. Press ⌘ and the **file #** key for that file at the same time. When the file is open, press **send** to send it.
9. When you've finished sending files, disconnect the NEO from your computer.

You can also use AlphaSmart Manager to send text to your computer when connected by USB cable. See "Working with AlphaSmart Manager" on page 82 for more information.

***If your text isn't correct in your computer file,*** *the problem may be that your computer program needs a slower transfer speed. See page 75 to change the transfer speed for USB cable connection transfers.*

## Sending Files Using Infrared (IR) Beaming

If your computer has a built-in IR transceiver, of if it has an IR pod attached, you can send files from your NEO to the computer without using cables. NEO can be up to three feet (one meter) away while transferring text to and from a computer or printer.



To beam files from your NEO to the computer, you must have either the AlphaBeam program or the Get Utility installed. For more information, see page 18.

To beam text to a computer using AlphaBeam, follow these steps:

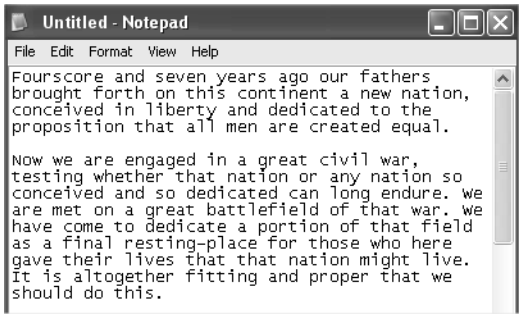
1. Turn on your NEO and open the file you want to send.
2. Start the AlphaBeam program on your computer:
   - *Windows:* Click **Start** or ▸ **AlphaSmart** ▸ **AlphaBeam**.
   - *Macintosh:* Open the AlphaBeam program folder and double-click **AlphaBeam 3.x**.
3. Point the infrared lens of the NEO toward the IR transceiver as shown above. Your computer's transceiver may be elsewhere on the computer, or it may be a separate IR pod.
4. On your computer, open the file to which you want to send the text. (It can be a new file or a file that already has content.) Place your cursor where you want the text to begin to ensure your program is the active window and ready to receive text.

***If your text isn't correct in your computer file,*** *the problem may be that your computer program needs a slower transfer speed. See page 75 to change the transfer speed for beamed file transfers.*

5. Press **send** on NEO. AlphaBeam shows that it's retrieving text, and when it's ready, all text from the file appears in your open file. (When you beam text instead of sending it over a USB cable, NEO collects the whole file and sends it all at once instead of sending text one character at a time. This process may take a few seconds.)

AlphaBeam

Text transferred by AlphaBeam into a program


Untitled - Notepad
File Edit Format View Help
Fourscore and seven years ago our fathers brought forth on this continent a new nation, conceived in liberty and dedicated to the proposition that all men are created equal.
Now we are engaged in a great civil war, testing whether that nation or any nation so conceived and so dedicated can long endure. We are met on a great battlefield of that war. We have come to dedicate a portion of that field as a final resting-place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this.

If it looks like nothing happened, it might be that AlphaBeam was the active window instead of the program you want to receive the text into. Try one of these two solutions:

- The text you sent should be on your computer's clipboard, so you can paste it into your file. Click in the file that you want the text to appear in, click the **Edit** menu, and choose **Paste**.
- If this does not work, click in the file on your computer that should receive the text. Make sure that window is active and the cursor is where you want the text to start. Then, try sending the text again.

### Sending Files to Programs Other Than Word Processing Programs

The previous procedures assume you are sending text to a word processing program on your computer. However, you can also send text to:

- Multimedia text fields
- Text tools in a page layout or graphics program
- Email programs
- Spreadsheets

Just place your cursor wherever you would normally type text in your program; then, press **send** on the NEO.

#### Tips for Sending Text to a Spreadsheet

Spreadsheets keep track of information in columns and rows. On NEO, you can set up some of your data in AlphaWord Plus using tabs and returns for eventual transfer into a spreadsheet program on your computer.

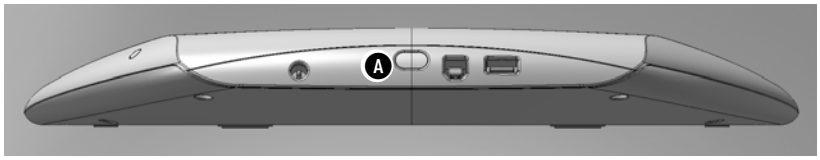
## Sending Files from One NEO to Another

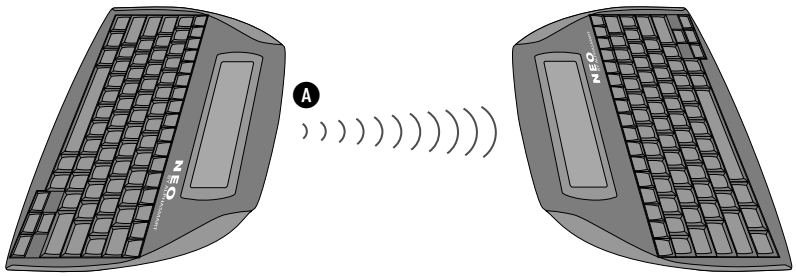
***You can also use the Send and Receive options in the Beamer SmartApplet itself,*** *but it is faster to send files from within AlphaWord Plus. If you want to start the Beamer SmartApplet, press* ***applets****, move the cursor next to* ***Beamer****, and press* ***enter****. In the Beamer SmartApplet, you can also change Beamer settings.*

When you have the Beamer SmartApplet on your NEO, you can beam files from one NEO to another right within AlphaWord Plus.

You don't need to open the Beamer SmartApplet to send and receive files. If you want to send and receive files while working in the AlphaWord Plus file spaces, follow these steps:

1. Move your NEOs to within three feet of each other and aim their infrared ports Ⓐ at each other as shown.





***If there is text in the clipboard of the NEO that's receiving a file,*** *NEO will ask if you want to overwrite the clipboard with the file you're receiving. To continue and allow the clipboard to be overwritten, press* ***enter****.*

2. The sender should open the file he or she wants to send and press **ctrl-send**.
3. The receiver should open the file space that he or she wants to receive the text into and press **ctrl-b**.
4. If the file that the receiver chose was not empty, a message will ask if you want to overwrite it or append to it (that is, add the beamed text to the end of the file). Move your cursor next to an option and press **enter**.

# Printing from NEO

***For a list of the printers that are compatible with NEO,*** *go to http://www.alphasmart.com/support/neo/printlist/index.html*

There are several ways to print your AlphaWord files through your computer. If you prefer to print from your computer, you can do one of the following:

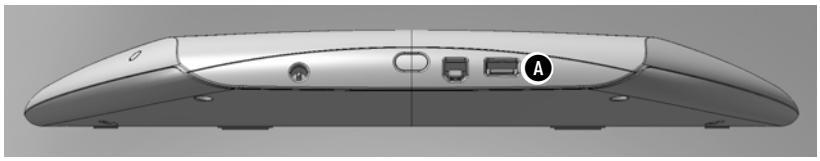
- Send the file to your computer as described on the previous pages and then print from your word processing program.
- Retrieve files using AlphaSmart Manager and then print them. (See page 84.)

If you prefer to print directly from the NEO, there are three ways to do this:

- You can connect NEO to your printer with a USB cable and then press **print** on the NEO. See the instructions on page 15.
- You can use IR beaming to send the file from NEO to your printer. (For more about IR setup, see page 18.) To print this way, see page 15.
- For NEO 2 only, you can use radio frequency technology to send the file to your printer for wireless printing. To print using this method, see page 15.

## How to Print by Connecting your NEO to a USB Printer

1. Plug one end of the printer's USB cable into NEO's USB printer port Ⓐ.

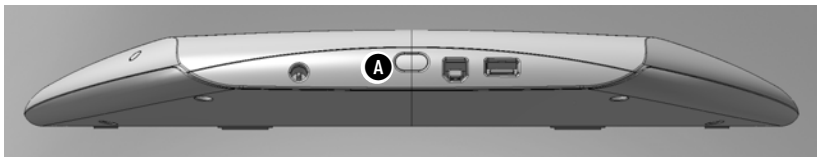



2. Make sure the other end of the USB cable is plugged into the printer, and make sure the printer is on.
3. Make sure NEO is turned on, and open the file you want to print.
4. Press **print** on NEO to print the current file.

**Note:** NEO doesn't control print settings such as font, print quality, margins, and so on. These settings are determined by the printer's default settings.

## How to Send Text to a Printer Using IR Beaming

1. Make sure your NEO is turned on, and open the file you want to print.
2. Point your NEO's IR port Ⓐ at the printer's IR transceiver.




3. Press **print** on the NEO.

## How to Print Wirelessly Using NEO 2's RF Capability

To print wirelessly with NEO 2, you must have a Renaissance Receiver connected to your computer. (See page 21 to set up the Receiver.) The NEO 2 file will print to your computer's default printer.

***Important notes for printing wirelessly:***

- *The Renaissance Wireless Receiver Utility must be running before you can print wirelessly.*
- *It's important to use the Server Settings to give your network a unique name so you can find it easily. See page 21 for instructions.*

1. Make sure your NEO 2 is turned on, and open the file you want to print.
2. Press **print** on the NEO 2.
3. NEO 2 will look for a cable connection first, then for an IR connection. If neither is found, NEO 2 will search for networks (that is, computers connected to Renaissance Receivers).

   When it lists those networks, use the arrow keys to highlight the Receiver name you want; then, press **enter**. NEO 2 will connect to the computer that has that Receiver, and it will print to the computer's default printer.

# Installing AlphaSmart Manager

***The Renaissance Wireless Server Utility program is installed with AlphaSmart Manager.*** *This program enables you to use NEO 2 as a Responder when you have a Renaissance Receiver. The utility starts when you start your computer.*

AlphaSmart Manager helps your computer work with NEO. It lets you do the following:

- Get files from your NEO so you can view them, save them, and/or print them.
- Send text files from your computer to your NEO. You can use this feature to send text for lessons, instructions, or just text files that you want to work on further on the NEO.
- View reports about student work in KeyWords on the NEO and synchronize the data with Renaissance Place. (For more about using AlphaSmart Manager to view KeyWords data, see page 101.)
- Install or remove SmartApplet programs from your NEO.
- Change settings on your NEO or in one of the SmartApplet programs that are on the NEO.
- View the items you're about to send to the NEO(s) and select the NEOs to send them to.

To install AlphaSmart Manager, follow the steps for your type of computer. Make sure your computer is running Windows versions 2000, XP, or Vista or Macintosh OS 10.3.9 or 10.4.x.

**Note:** Macintosh OS X and Windows 2000, XP, and Vista make distinctions between administrators and other users. You need to have administrator privileges or be logged in as an administrator to install and access AlphaSmart Manager. If you don't have administrator privileges, see your system administrator for help installing and running AlphaSmart Manager.

## Installing AlphaSmart Manager on Windows Computers

1. Insert the AlphaSmart Manager CD in your computer. If a window doesn't open to show you the contents of the CD, view the contents using My Computer or Windows Explorer.
2. Double-click the **Setup.exe** file.
3. Click **Next >** in the first panel of the installation wizard.
4. Read the license agreement. Then, click the first option to accept the terms and click **Next >**. The installation will start.

5. The program will ask if you want to search for configuration files from previous versions of AlphaSmart Manager.

   If this is the first time you've installed the program, click **No**.

   If you have a previous version and you want to save your configuration, click **Yes**. If the program can't find the files, you may need to browse for them yourself.
6. On the final panel of the wizard, check the box if you want to read the Read Me file as soon as the installer closes. Then, click **Finish**.

## Installing AlphaSmart Manager on Macintosh Computers

1. Insert the AlphaSmart Manager CD in your computer.
2. Double-click **AlphaSmart Manager Installer** on the CD.
3. Click **Continue**.
4. Read the license agreement; then, click **Continue**. When the program asks if you want to agree to the license agreement, click **Agree**.
5. Click **Install**. Installation will start.
6. The program will ask if you want to search for configuration files from previous versions of AlphaSmart Manager.

   If this is the first time you've installed the program, click **No**.

   If you have a previous version and you want to save your configuration, click **Yes**. If the program can't find the files, you may need to browse for them yourself.
7. The program will also ask if you want to add the program to the dock. Click **Yes** or **No**. The installation will be completed.

To learn about using AlphaSmart Manager, see "Working with AlphaSmart Manager" on page 82.

# Setting Up Infrared Beaming and Installing AlphaBeam

## Requirements for Using IR Beaming with NEO

### NEO

NEO has a built-in infrared module that conforms to IrDA industry standards.

### IR Capability on Your Computer

Your computer must have one of the following:

- A built-in IrDA transceiver
- An IR Pod (serial or USB) purchased from AlphaSmart for computers that don't have a built-in IrDA transceiver.

### Computer Requirements

For computer requirements for NEO, go to www.alphasmart.com/support/.

***IR Pods are not compatible with some older Windows operating systems.*** *The serial IR pod is not compatible with Windows ME. The USB IR pod is not compatible with Windows 95 or Windows NT.*

### Programs Required

You must have one of the following programs:

- AlphaBeam, which allows you to send files from NEO to a computer. You can install AlphaBeam from the AlphaSmart Manager CD or download it from www.alphasmart.com/downloads/.
- Get Utility, which allows you to send files from NEO to a computer **and** from a computer to NEO. Using Get Utility is the only method that lets you transfer data from your computer using IR beaming. For complete information about Get Utility, refer to the Read Me file for the utility or visit the AlphaSmart Web site.

## Installing AlphaBeam

Follow the instructions for your operating system to install AlphaBeam.

**Warning!** If you're going to use a USB wireless pod as the transceiver, don't connect it to your computer until **after** you've completed installing AlphaBeam.

### Installing AlphaBeam on Windows Computers

1. Do one of the following:
   - Insert the AlphaBeam CD that came with your USB IR-pod into the CD drive on your computer. If the installer does not start automatically, open the **AlphaBeam** folder and double-click **Setup.exe**.
   - Go to www.alphasmart.com/downloads/ in your Web browser, find the AlphaBeam download links, and click the **PC** link. Then, double-click the AlphaBeam .zip file that you downloaded and extract the .exe file. Double-click **alphabeam_324.exe**. (Numbers in the file name may vary.) The installation Wizard will start.
2. In the Welcome panel of the Wizard, click **Next >**. Files will be extracted, and a new installation Wizard will start.
3. Click **Next >** in the Welcome panel of the new Wizard.
4. Read the license agreement. Then, click **Yes** to accept it and continue.
5. Check the location where AlphaBeam will be installed. If it is acceptable, click **Next >** to continue. If you want to change the location, click **Browse** first, open the folder where you want to install the program, and click **OK**; then, click **Next >**.
6. Check the Program Folder where icons will be installed for the Start menu. If necessary, change the folder. Click **Next >** when you're ready to continue.
7. If the infrared port isn't built in, click the type of infrared pod that will be used with the computer: **Serial Infrared Pod** or **USB Infrared Pod**. Then, click **Next >**.
8. If NEO is the only infrared device that you will use with your computer, leave **Typical** selected and click **Next >**.

   If you are using other infrared devices with your computer, click **Custom** and click **Next >**. Then, click **Next >** again.
9. The final panel will ask if you want to restart. Click **Yes** or **No**. You must restart the computer before you can use AlphaBeam. After clicking one of the options, click **Finish**.
10. If you are using an AlphaSmart IR Pod, connect it to your computer if you haven't already done so.

11. If you are using Windows 2000 or Windows XP and you have another IR-capable devices that you want to use with your computer, follow these steps:
    a. *Windows 2000:* Click **Start** ▸ **Settings** ▸ **Control Panel**.

       *Windows XP:* Click **Start** ▸ **Control Panel**.
    b. Double-click **Add/Remove Hardware** (Windows 2000) or **Add Hardware** (Windows XP). (If you don't see the Add Hardware option in Windows XP, double-click **Printers and Other Hardware** first to see it.)
    c. Follow the instructions in the Wizard that appears until you see a list of devices in the Choose a Hardware Device window (Windows 2000) or the Add Hardware Wizard window (Windows XP).
    d. *Windows 2000:* Double-click **Add a new device**; then, click **Select hardware from a list** and click **Next >**.

       *Windows XP:* Double-click **Add a new hardware device**; then, click **Install the hardware that I manually select from a list** and click **Next >**.
    e. Select **Infrared Devices** from the list of hardware types.
    f. Select **ACTiSYS** from the list of manufacturers; then, select the **ACTiSYS IR-220L Serial Infrared Device**.
    g. Click **Next >** to accept the default settings and install the software.
    h. Select the serial (COM) port that your IR pod is connected to; then, click **Finish**.
    i. Go back to the Control Panel and double-click **Wireless Link**. (In Windows XP, you may need to double-click **Printers and Other Hardware** before you can double-click **Wireless Link**.)
    j. Click the **Image Transfer** tab and uncheck **Use Wireless Link to transfer images from a digital camera to your computer.**

You're now ready to start using AlphaBeam to receive files from your NEO.

## Installing AlphaBeam on Macintosh OS 10 Computers

1. Do one of the following:
   - Insert the AlphaBeam CD that came with your USB-IR-pod into the CD drive on your computer.
   - Go to www.alphasmart.com/downloads/ in your Web browser, find the AlphaBeam download links, and click the link for **OS 10**.
2. If you are using the CD, copy the **AlphaBeam for OS X** folder onto your computer. The AlphaBeam program is in this folder.

If you are downloading the program, an **alphabeam_osxb3** folder will be extracted onto your computer. This folder contains the AlphaBeam program.

3. If you are using an AlphaSmart IR Pod, connect it to your computer if you haven't already done so.
4. Double-click **AlphaBeam** in the folder that you copied or extracted to start the program.
5. Click the **Edit** menu and choose **Preferences**. Make sure **Receive text using infrared (wireless)** is checked. In the **Infrared connection via** drop-down list, choose the type of infrared connection—Built-in IrDA Transceiver, Modem or Printer (for a Mac IR pod), or USB IR Wireless pod. You're now ready to start using AlphaBeam to receive files from your NEO.

# Setting Up a Renaissance Receiver for NEO 2

If you have a NEO 2, you can use it as you would use a Renaissance Responder if you have a Renaissance Receiver connected to your computer. This means students can use NEO 2 to send responses to assignments in AccelTest software or Accelerated Math RP software, and you can use it with the 2Know! Toolbar.

A Renaissance Receiver comes with your kit if you have ordered a SmartOption cart. You can also use Receivers that you purchased separately with a 2Know! kit.

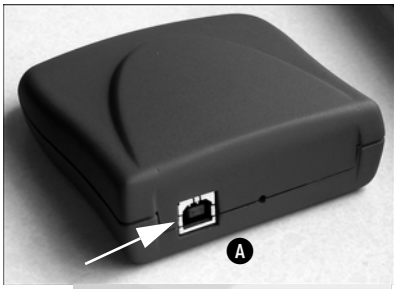
The following procedures describe how to connect the Receiver and how to assign a unique name to your Receiver so that NEO 2 users can find it and connect to it.

## How to Connect a Renaissance Receiver to Your Computer

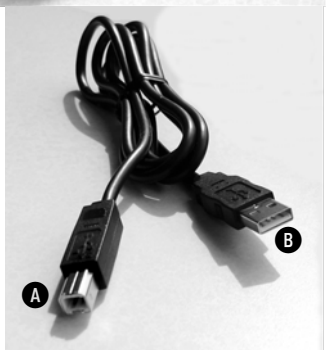
Follow these steps to connect a Renaissance Receiver to your computer:

1. Find the Renaissance Receiver and the USB data cable.

2. Plug the end of the data cable that is nearly square into the connector on the back of the Receiver Ⓐ.




3. Connect the USB connector on the data cable Ⓑ to the matching USB port on your computer.



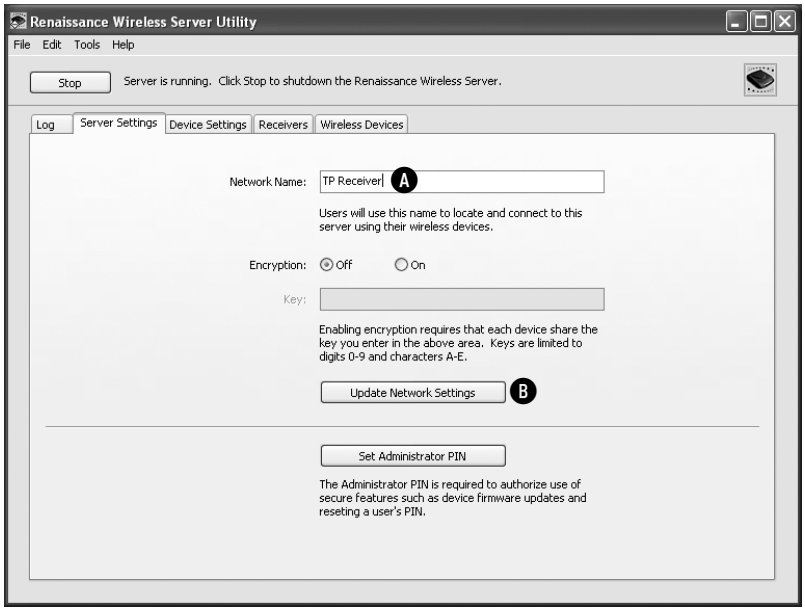

## How to Name the Receiver

It's important to set a name for the computer/Receiver combination so that students know they're connecting to the right Receiver when they use NEO 2 for assignments. This is especially important if your school has more than one Renaissance Receiver. Follow these steps:

1. Start the Renaissance Wireless Server Utility:
   - *Windows computers:* Right-click in the lower-right corner of your computer screen (the system tray) and choose **Manage** from the menu that appears. If you don't see this icon in your system tray, click **Start** or ▸ **Programs** (or **All Programs**) ▸ **Renaissance Wireless Server** ▸ **Renaissance Wireless Server Utility**.
   - *Macintosh computers:* In your computer's Applications folder, open the Renaissance Wireless Server folder. Then, double-click **Renaissance Wireless Server Utility**.
2. Type **1234** and click **OK** to log in. (This is the default Administrator PIN. If you have changed the PIN, enter your new PIN.) If necessary, click **Start**.
3. Click the **Server Settings** tab.

***You can also change the Administrator PIN on this tab*** *by clicking* ***Set Administrator PIN****, entering a new PIN, and clicking* ***OK****. Be sure to update the network settings if you do this.*

4. Enter a new name in the Network Name field Ⓐ. Make sure the name is different from the name of your school's other Receivers.


Renaissance Wireless Server Utility
File Edit Tools Help
Stop
Server is running. Click Stop to shutdown the Renaissance Wireless Server.
Log
Server Settings
Device Settings
Receivers
Wireless Devices
Network Name:
TP Receiver
A
Users will use this name to locate and connect to this server using their wireless devices.
Encryption:
Off
On
Key:
Enabling encryption requires that each device share the key you enter in the above area. Keys are limited to digits 0-9 and characters A-E.
Update Network Settings
B
Set Administrator PIN
The Administrator PIN is required to authorize use of secure features such as device firmware updates and reseting a user's PIN.

5. Click **Update Network Settings** Ⓑ.
6. Click **OK** when the program finishes updating the network settings. Make sure your students know the Receiver name.

# WRITING ON NEO USING ALPHAWORD PLUS

Since AlphaWord Plus is the SmartApplet that you use to write on the NEO, it is the one that you will probably use the most. This chapter explains how to use AlphaWord Plus, including the following:

- Starting AlphaWord Plus
- Typing text and editing it
- Managing files in AlphaWord Plus
- Formatting text
- Changing the onscreen font size (for AlphaWord Plus only)
- Finding text
- Checking spelling
- Using the thesaurus
- Using linked files
- Counting characters, words, and more
- File size limits
- Clearing and deleting files
- Recovering files
- Using the typing timer

## Starting AlphaWord Plus

When you first receive your NEO, it starts AlphaWord Plus automatically whenever you turn it on.

If you have changed the program that starts when you start the NEO, you can still open AlphaWord Plus by pressing **applets**, moving the cursor next to **AlphaWord Plus**, and pressing **enter**.

# Entering and Editing Text

When you first start NEO and it starts AlphaWord Plus, NEO opens file 1, which is empty. The next time you start the NEO, it places you in the file you last worked on. The cursor is where you left it in that file.

If you want to work in a different file, select it by pressing one of the **file** keys (**file 1**–**file 8**) at the top of the keyboard.

To enter text in a file, simply begin typing. Use **backspace** or **delete** to erase text you've typed. As with most word processors, text automatically wraps at the end of each line. Press **enter** only when you want to separate paragraphs. NEO saves each character as you type it.

The following tables show you how to move through your file, select text, and cut, copy, paste, or delete text.

## Moving the Cursor

| Press these keys... | ...to move to this point: |
|---|---|
| ← → | One character to the left or right |
| ↑ ↓ | One line up or down |
| ⌘-↑ | Up one screen (scrolling) |
| ⌘-↓ | Down one screen (scrolling) |
| ⌘-← | Beginning of line |
| ⌘-→ | End of line |
| **option-← or option-→** | Previous word or next word |
| **ctrl-← or ctrl-→** | Previous sentence or next sentence |
| **ctrl-↑ or ctrl-↓** | Previous paragraph or next paragraph |
| **home** | Beginning of file |
| **end** | End of file |

## Selecting Text

When you select text on your NEO, the selection appears highlighted in reverse; that is, text within a selection is light and the background is dark. To deselect text that you've selected, press **esc** or an arrow key. (Cutting, copying, and pasting also deselects the text.)

| Press these keys... | ...to select the following: |
|---|---|
| **shift**-← | One character to the left at a time |
| **shift**-→ | One character to the right at a time |
| **shift**-↑ | One line up |
| **shift**-↓ | One line down |
| **shift-option-**← | From cursor to beginning of word |
| **shift-option-**→ | From cursor to end of word |
| **shift-⌘-**← | From cursor to beginning of line |
| **shift-⌘-**→ | From cursor to end of line |
| **shift-home** | From cursor to beginning of file |
| **shift-end** | From cursor to end of file |
| **ctrl-a** or **⌘-a** | Entire file |

## Cutting/Copying/Pasting/Deleting Text

To cut, copy, or paste text, you must first select it (see the previous table). Then, do one of the actions below.

| To do this: | Press this: |
|---|---|
| Cut selected text and copy it to the clipboard | **ctrl-x** or **⌘-x** |
| Copy selected text to the clipboard | **ctrl-c** or **⌘-c** |
| Paste text from the clipboard into your file | **ctrl-v** or **⌘-v** |
| Delete a character to the left of the cursor or delete selected text | **backspace** |
| Delete a character to the right of the cursor or delete selected text | **delete** |
| Remove the entire contents of the file | **clear file** |

## About the NEO Clipboard

NEO has a built-in clipboard, like most computers. Whenever you cut or copy text, it is placed in the clipboard. When you use the paste command, you paste the text from the clipboard into a file (either the same file or a new file). The clipboard can store one block of text at a time.

By following the steps below, you can view the text in the clipboard or the status of the clipboard at any time.

### To view the clipboard contents:

1. Press **ctrl**-**option**-⌘-**c**. If the text in the clipboard is too long to be shown in one screen, you can use the arrow keys to scroll through the text.
2. Press **esc** to return to your file.

### To view the clipboard status:

1. Press **option-⌘-c**. The screen shows you the number of text pages in the clipboard and how much empty space (in pages) is still available.
2. Press any key to exit the status screen and return to your file.

# Managing Files in AlphaWord Plus

On the top of the NEO keyboard, you'll see keys for files 1–8. Press these keys to go to any of the eight files that are open in AlphaWord Plus.

By pressing one of the **file** keys, you can switch between your active files quickly without losing any text in the other files. If the file you choose is empty, you simply add the new text you want to store in that file. (Remember that NEO saves your text as you type it.)

If you want to start a new file, but you want to keep the file that was in that space (file 3, for example), you can name the file and close it. You can open named files later when you're ready to work on them again.

## Creating New Files

To start a new file in AlphaWord Plus, press the **file** keys until you find an empty file and begin typing. NEO saves each character as you type it, so if you press that file key again later, the text will still be there (unless you've removed it).

You can, however, name your file so that it is saved even if you start a new file in that space. You can then open the file again later. See "Naming and Saving Files" below for more information.

If you want to create a new file in a file number that already has text, follow these steps:

1. Press the **file** key for the file number you want to work in.
2. Press **ctrl-n**.
3. AlphaWord Plus will ask whether you want to keep the existing text in the workspace:
   - Press **y** if you want to save text, then type a name for the text. AlphaWord Plus saves the text as a file with the name you specified, then clears the numbered file so you can begin your new file.
   - Press **n** if you don't want to save the existing text. AlphaWord Plus removes the text so you can begin your new file.

## Naming and Saving Files

At any point when you're working on a file, you can stop and name it. This will make the file available to open even if you no longer have it in one of the eight active files associated with the **file** keys.

The file will still be in the location where you're working, but it will also be available to open again later if you don't have it in one of the eight active files. (See the next section.)

Follow these steps to name a file and save it outside the eight active files:

1. From within the file you want to name, press **ctrl-s**.
2. Type a name for the file and press **enter**. You don't need to worry about saving the file again— it will save any additional changes to your text until you close the file by clearing it or creating a new one.

## Finding and Opening Files

To open a file that you know is in one of the eight active files, press the appropriate **file** key.

If you don't know where the file is, you can find the file by its first line or name. Follow these steps:

***It's a good idea to choose an empty file space or one that contains a named file.*** *If you have text in the file and you haven't named it, you will be given the chance to name it.*

1. Press one of the eight **file** keys to choose which file space you want to use.
2. Press **ctrl-f** to see a list that includes the first line of each file on the NEO as shown below—both the numbered files and named files that aren't open in files 1–8. If you prefer to see files by name, press **ctrl-o** to see a list of file names.

```
Press enter to open:"File 5"
↑ [F3] Lewis and Clark were American exp
- [F4] (empty)
↓ [F5] (empty)
```

3. Use the arrow keys to move the cursor next to the file you want to open; then, press **enter**.
4. Most of the time, the file you chose will open immediately.

   If the NEO asks you to press **enter** to open the file in another file number, it's because the file you chose is already open in that file number. This prevents you from working on the same file in more than one location.

```
Press the enter key to open:
"Lewis and Clark" in [F4]

                    (Press esc key to cancel)
```

***By naming the file, you're making sure you can open it again later.*** *Named files that aren't open are listed when you press* ***ctrl-f*** *or* ***ctrl-o****.*

If the NEO asks if you want to keep the current file, it's because the file you chose in step 1 already has text in it, and that file hasn't been named. If you want to use that file again, press **y** and enter a name so you'll be able to select it later; after you do that, the new file you chose will open. If you don't want to name the current file, press **n** to discard it and open the new one you've chosen.

```
Would you like to keep the current file?
Press Y for Yes
Press N for No
                    (Press esc key to cancel)
```

# Formatting Text

NEO lets you concentrate on the content of your text rather than its layout. Formatting—such as margins, fonts, and style attributes—are more conveniently performed on your computer (with its larger screen and mouse) after you transfer text from your NEO. Only the characters themselves (ASCII key codes) are transferred from NEO to the computer.

You can, however, change the size of the screen font on your NEO. See "Changing Font Size" on page 30 for details.

## Using Tabs

You can use press the **tab** key to create columns or paragraph indents in your file.

If you have Show Marks on, tabs look like this: ⇥. If Show Marks is not on, tabs look like spaces between characters.

# Changing Font Size

You can change the font size that is used on your screen when you work in AlphaWord Plus. Changing the font doesn't add any attributes to the text, so when you send text to your computer or printer, the text itself is plain text and uses your default font or the font you've chosen in your computer program.

Six font sizes are available:

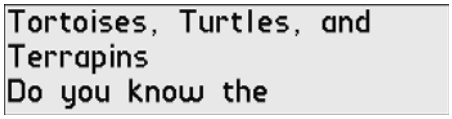
- System (four lines per screen using a fixed-width font)
- Small (six lines per screen)
- Medium (five lines per screen)
- Large (four lines per screen with a proportional font)
- Very large (three lines per screen)
- Extra large (two lines per screen)

When you change the font size, that change applies to all files in AlphaWord Plus. You can't set different font sizes for different files. If, for some reason, some of the font sizes are removed from your NEO (using AlphaSmart Manager), AlphaWord Plus goes back to the four-line system font.

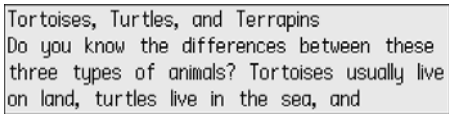
The illustrations on the next page show examples of the font sizes.

Extra large (two lines)

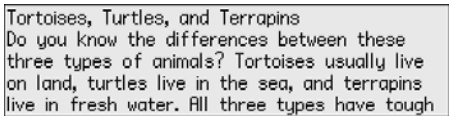
Very large (three lines)



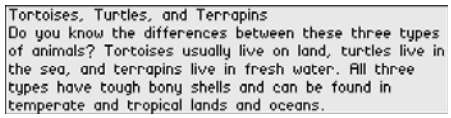

Large (four lines)


Tortoises, Turtles, and Terrapins
Do you know the differences between these
three types of animals? Tortoises usually live
on land, turtles live in the sea, and

Medium (five lines)


Tortoises, Turtles, and Terrapins
Do you know the differences between these
three types of animals? Tortoises usually live
on land, turtles live in the sea, and terrapins
live in fresh water. All three types have tough

Small (six lines)


Tortoises, Turtles, and Terrapins
Do you know the differences between these three types
of animals? Tortoises usually live on land, turtles live in
the sea, and terrapins live in fresh water. All three
types have tough bony shells and can be found in
temperate and tropical lands and oceans.

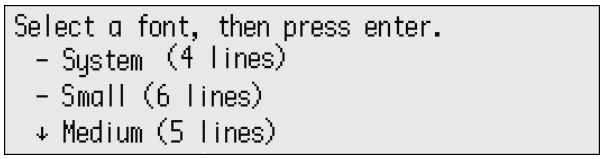
You can set the font size in one of three ways:

- By using a keyboard command as described below.
- Through the Control Panel SmartApplet (see the instructions below and “Changing Settings in the Control Panel” on page 66).
- Through AlphaSmart Manager. Note, however, that AlphaSmart Manager can only reset the font size to the system font (four lines onscreen). See page 106.

## How to Change the Font Size

1. Do one of the following:
   - Press **ctrl-option-⌘-f**.
   - Press **applets**, move the cursor next to **Control Panel**, and press **enter.** Then, scroll down to **Change default SmartApplet font** and press **enter**.

2. Scroll to select the font size you want to use, then press **enter**. (The current size has "+" next to it.)




If you changed the font size with the keyboard command, you go back to the file where you were working. If you used Control Panel, you're returned to the list of settings; to see the new font size, press **applets**, then select AlphaWord Plus.

## How the System Font Differs from the Large Font

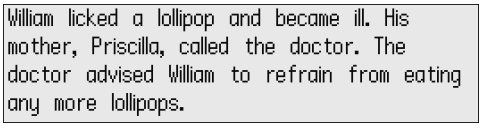
Although both are four-line fonts, the four-line system font is a fixed-width or monospace font, and the four-line large font is a proportional font.

In fixed-width fonts like the system font, every character and space occupies the exact same width.

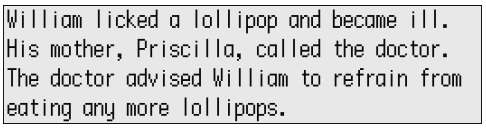
In proportionally spaced fonts like the large font, each character occupies only the space it needs to display that particular character. So, for example, an **m** character takes up more space than an **i** character.

This example shows the difference between the two fonts. Note the different widths of the words "William," "ill," and "lollipop" in each illustration.

Large four-line font (proportional)


William licked a lollipop and became ill. His mother, Priscilla, called the doctor. The doctor advised William to refrain from eating any more lollipops.

System four-line font (fixed width)


William licked a lollipop and became ill. His mother, Priscilla, called the doctor. The doctor advised William to refrain from eating any more lollipops.

# Finding Text in AlphaWord Plus Files

There are a few ways to find text within AlphaWord Plus:

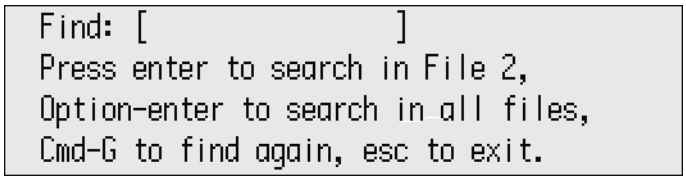
- You can search for a text string within a file or across all files. See the instructions below.
- You can search **and** replace text within a file (see page 34).
- You can view a list of sections in a particular file. Sections are separated by paragraph returns, and the section selector displays the first line of each paragraph. See page 35.

## Searching for Text

In AlphaWord Plus, you can search for text within the current file or within all files.

To search for text, follow these steps:

1. Press **find** or ⌘**-f**.




2. Type the text you want to find. (If you've searched for text before, press **clear file** to remove that text before typing the new text you want to find.)

   You can enter up to 100 characters, including spaces. Note that this type of search is **not** case-sensitive, but if you choose to find and replace (see page 34), you can make that search case-sensitive.

3. Do one of the following:
   - Press **enter** to search within the current file.
   - Press **option-enter** to search within all files. (You can't search all files if password protection is enabled on your NEO; see page 77.)
   - To exit the Find screen without searching, press **esc**.

   If the text string is found, the cursor appears at the beginning of the string. If NEO can't find the text you entered, you will see a brief message to tell you that the text is not found. If the text is found in another file, you'll be asked **enter** to open the file.

4. To find the same text again, press ⌘**-g**.

## Finding and Replacing Text

Follow these steps to search and replace in the file you have open. (You can't search and replace in all files at the same time.)

1. Press **ctrl-find**. The Find/Replace screen appears.

```
        Find:[                              ]
 Replace with:[                             ]
(*)whole word( )match case( )replace all
 (tab=next field, cmd-H=help, esc=exit)
```

***You can use the clipboard to paste text*** *into both the Find and Replace With fields.*

2. Type the text you want to find in the Find field, then press **tab** or ↓ to move to the Replace field. (If you searched for and replaced text before, press **clear file** in each field to remove your earlier text entries.)

   You can search for up to 100 characters, including spaces.

3. Type the replacement text.
4. Press tab or ↓, then ← or → to move between options for the search, and press the space bar to enable or disable each option. When the option is selected, you'll see * between the parentheses next to that option.
   - **Whole word** searches for complete words only. If you don't select this option, NEO searches for characters that may be part of a longer word or part of more than one word (for example, searching for **hat** would find **that**, **chat**, and **hatchet**).
   - **Match case** finds text that exactly matches the capitalization of the text you typed in the Find field.
   - **Replace all** specifies that you want to replace all occurrences within the file.
5. Press **enter** to begin the search. When AlphaWord Plus finds the text, it will show you the first occurrence with options listed to the right as in the example below.

```
Malamute, Anatolian Shepherd,   |R=replace
Australian Cattle Dog, Bearded  |S=Skip
Collie, Belgian Shepherd,       |↑↓=scroll
Bergamasco, Bernese Mountain    |esc=exit
```

6. Do one of the following:
   - Type **R** to replace the found text with the replacement text.
   - Type **S** to skip that occurrence of the found text and leave it as is.

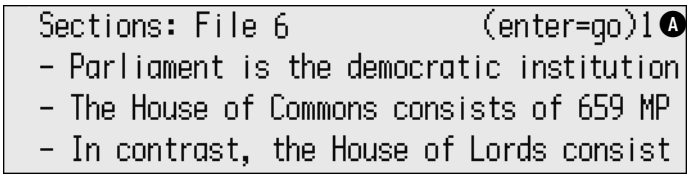
- Press the arrow keys to scroll through the surrounding text so you can see the found text in the context of nearby text.
- Press **esc** to exit without finding or replacing this or any other text.

## Finding Sections of a File

In AlphaWord Plus, a "section" is a block of text separated by as few as one or as many as nine blank lines. In longer files, it is helpful to go straight to one of these sections instead of scrolling through the files. To do this, follow these steps:

1. Press ⌘**-s**. A list of sections in your file appears.
2. The number in the top right corner of the screen shows how many blank lines AlphaWord Plus expects to see between sections Ⓐ.

   If you have more or fewer blank lines between sections in this document, type the number you have used (any number from 1 to 9). When AlphaWord Plus asks if you want to change the section separator, press **y** for yes.


Sections: File 6 (enter=go)1 A
- Parliament is the democratic institution
- The House of Commons consists of 659 MP
- In contrast, the House of Lords consist

3. Use the arrow keys to scroll to the section you want; then, press **enter** to move to the beginning of the section you chose.

### An Example of How Sections Work in AlphaWord Plus

In the example on the next page, the user typed two blank lines between sections of the document about bears. For this document, when you are looking for a section, you would press ⌘**-s** to see a list of sections and press **2** to change the number of blank lines between sections to two. You would then see a list like the one shown.

B E A R S
Bears are a wonderful group of large mammals that live on several continents: North America, South America, Europe, and Asia. They live in all sorts of habitats, such as mountains, forests, and Arctic wilderness. There are eight species of bears: giant panda, spectacled bear, sloth bear, American black bear, sun bear, Asiatic black bear, brown bear, and polar bear.
GIANT PANDA. The giant panda is easily recognizable by the black patches around its eyes set against a white face. Its habitat
is the smallest of all bear species.
lives in the bamboo forests of mounta
south-central China. Unlike other spe
bear, giant pandas are could be consi
vegetarians.
The staple of their diet is bamboo, a
adult giant pandas eat approximately
their own body weight in bamboo daily. Giant pandas also occasionally eat meat and other plants.
Giant pandas have the smallest population of all bear species and are considered an endangered species. There are approximately 1,000 giant pandas living in the wild today. Many zoos and private organizations have tried to breed giant pandas in captivity, but have met with little success.
Sections: File 1 (enter=go)2
- B E A R S
- GIANT PANDA. The giant panda is easily
- SPECTACLED BEARS. Like giant pandas, sp

An example of how you might format your file in AlphaWord Plus

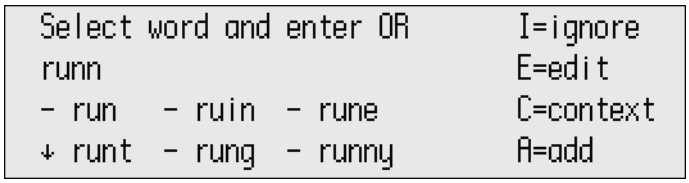
How sections might appear when blank lines are set to two

## Checking Spelling

Follow these steps to check spelling in an AlphaWord Plus file.

***You can disable spell check.*** *See page 38.*

1. Open the file that you want to check.
2. Press **spell check**. Spell check begins checking each word in your file. If it finds a word that doesn't exist in its dictionary, a suggestion screen appears, as in the example shown here (which found the word "runn" in the file).



3. Do one of the following:
   - Use the arrow keys to select the correct word from the list of suggested spellings and press **enter**.
   - Press **i** to ignore the word and go on to check the next word, or press **ctrl-i** to ignore all occurrences of this word.
   - Press **e** to edit the word. Then, after "New," type the new word you want and press **enter** to make the change.

```
Word: runn
New:
Change word and press enter, OR
press esc to ignore changes.
```

   - Press **c** to see the word in context. You can't make changes to the misspelled word while viewing it in context. To go back, press any key.
   - Press **a** to add the word to the user dictionary so that AlphaWord Plus does not question the spelling of the word in the future. When the program tells you the word has been added, press any key.
   - Press **esc** to exit spell check.

If you haven't exited spell check by pressing **esc**, when it finishes checking your file, it notifies you that the spell check is complete and returns you to your file.

***The ability to add words to the user dictionary can be disabled*** *by changing the spell check settings in the NEO Control Panel (see page 67) or in AlphaSmart Manager (see page 110).*

## Spell Check Tips

Use these tips to streamline your spell checks:

- You can spell check part of a file by selecting the text and pressing **ctrl-spell check**.
- You can have spell check replace all occurrences of a word you frequently misspell with the correct spelling. For example, if you routinely type **teh** for **the**, when spell check catches this mistake in one place, press **ctrl-enter** to replace all instances of **teh** with **the** in your file.

***You can create your own custom user dictionary for AlphaWord Plus*** *so that the spell check does not question unusual words that you use often. See "User Dictionary" on page 38 for details.*

## Turning Off Spell Check

There may be times when you want to turn off the spell check feature. For example, if students use NEO for spelling assignments, you may not want them to be able to spell check their work.

There are three ways to turn off spell check or turn it back on:

- You can press **option-⌘-spell check** on a NEO and enter the master password
- You can use the Control Panel SmartApplet on the NEO (page 66)
- From AlphaSmart Manager, you can disable spell check for all connected NEOs (page 109)

For the first two methods, you'll need to enter a master password. For information on master passwords, see "The Three Passwords Used with NEOs" on page 76.

***You can set the master password*** *using AlphaSmart Manager. For more information, see page 112.*

## User Dictionary

If you have a list of custom words that regularly trip up your spell checks—such as scientific terms, proper names, or acronyms—you can add them to the AlphaWord Plus dictionary so that spell check doesn't question them in the future. There are three ways to add words to the user dictionary:

- During the spell check, you can press **A** for "add" when spell check questions the word.
- You can change the Spell Check Settings in the Control Panel (see page 66). Using this method, you can add words to the user dictionary or delete the user dictionary. (You can also turn off the ability to add words to the dictionary.)
- You can create a text file on your computer that contains the words to be added, and then you can send it to your NEO(s) using AlphaSmart Manager. See page 115.

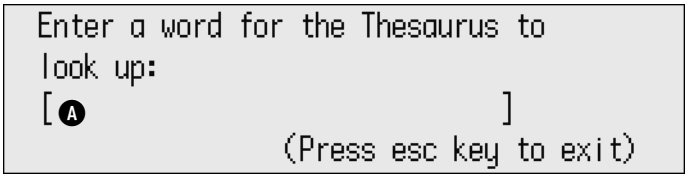
The AlphaSmart Manager method is the most efficient because it allows you to update more than one NEO at the same time. If you use this method, you can also add several words to the NEO's user dictionary at once, and you can delete individual words from the user dictionary. (You can't delete words using the other methods.) Whenever you make updates to your text file, simply use AlphaSmart Manager to send the file again, and the existing user dictionary on the NEO(s) will be overwritten. To find out how to use AlphaSmart Manager to send a user dictionary to NEO(s), see page 115.

# Using the Thesaurus

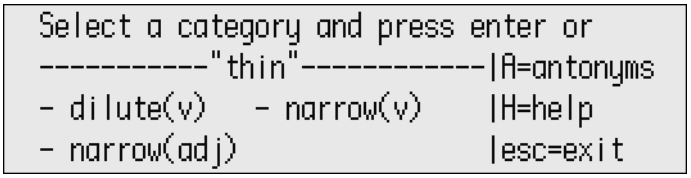
Keeping writing lively and interesting can be a challenge, but a thesaurus can help. AlphaWord Plus on NEO comes with a thesaurus that you can use to look up a word and select a synonym or antonym to replace it.

To use the thesaurus, follow these steps:

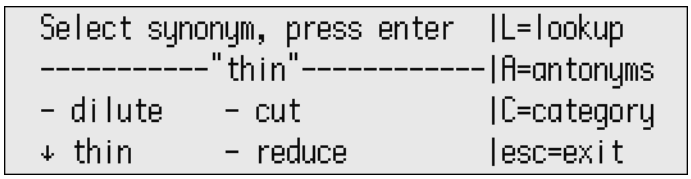
1. In your file, move your cursor so it is either just before the word you want to look up or inside the word. (You can skip this step if you want to look up a word that isn't in your text.)
2. Press **ctrl-t** to open the thesaurus. If you moved the cursor next to a word, it will be shown between the brackets




3. If there is no word in the brackets, or if you want to look up a different word, type the word you want to look up A. (If you need to delete text that is already between the brackets, press **clear file**.)
4. Press **enter**.
5. If the word was found, you will be asked to pick a category (or part of speech) as shown below. Use the arrow keys to move the cursor next to a category and press **enter**. (If the word could not be found in the thesaurus, you can press **enter** to look up a different word or **esc** to exit.)



6. Next, some synonyms for the word will be listed. You can do any of the following:
   - If you see a word that you want to use, move the cursor next to it and press **enter**.
   - If you want to look up additional words, press **L**.
   - If you want to see antonyms (words with the opposite meaning), press **A**.
   - If you want to go back and choose a different category, press **C**.
   - If you want to leave the thesaurus without doing anything, press **esc**.




7. If you chose to replace the word, move the cursor to choose one of these options and press **enter**:
   - Replace the original word in your file.
   - Copy the word you chose to the clipboard so you can paste it elsewhere.
   - Do a new search in the thesaurus for the word you selected.

Depending on what you choose, you're either returned to your file or to the thesaurus.

## Spanish-English Word Lookup

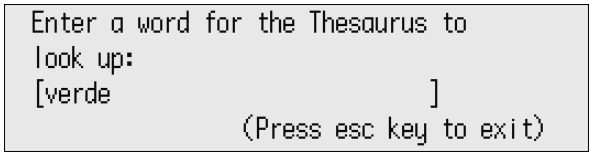
You can replace NEO's thesaurus with a Spanish-English word lookup utility. The word lookup operates the same as the thesaurus, but you type in Spanish words to find their English equivalents.

**Note:** You can't have both the English thesaurus and the Spanish-English word lookup installed on a NEO. You must choose one.

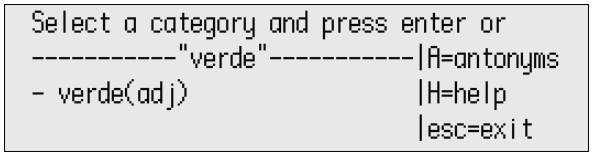
If you decide to replace the thesaurus on your NEO with the Spanish-English word lookup, you can use AlphaSmart Manager to do this. See page 117 for details. Once you've installed the word lookup, follow the steps below to type a Spanish word and find its English equivalent.

1. In AlphaWord Plus, press **ctrl-t**. The word lookup (labeled Thesaurus) appears.

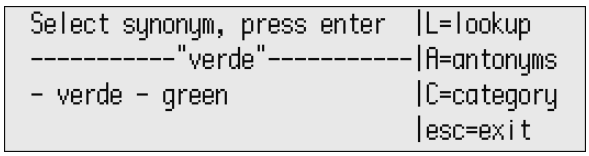
2. Type the Spanish word you want to look up and press **enter**.




3. Use the arrow keys to select the category of words you want to look up and press **enter**.




4. Use the arrow keys to select the English word you want to use and press **enter**. (If you don't see the word you want, you can press **L** to look up additional words or **C** to return to the category list.)




5. Use the arrow keys to select whether to place the word in the file, copy it to the clipboard, or begin a new lookup search; then, press **enter**.

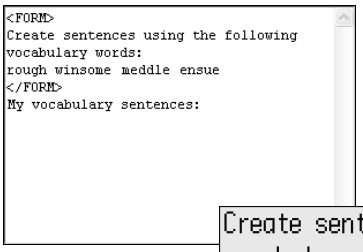
# Using Linked Files

AlphaWord Plus supports linked files, that is, files that you connect to AlphaWord Plus files. A linked file is a place to store additional information related to a file. For example, you could create a linked file that outlines the writing you plan to do, displays a checklist of tasks to accomplish, stores vocabulary words, or contains rubric information. Teachers can use them to include guidelines for writing assignments.

A linked file is read-only. You can't create or edit linked files in AlphaWord Plus. You create them on your computer, enclosing the text within special tags, and send them to AlphaWord Plus using AlphaSmart Manager (see page 43) or Get Utility.

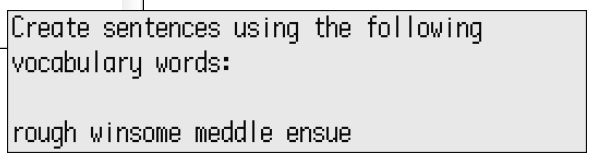
On your NEO, you can press **ctrl-l** to go back and forth between the file you can write in and the linked file.

Here's an example of a simple linked file that lists vocabulary words:

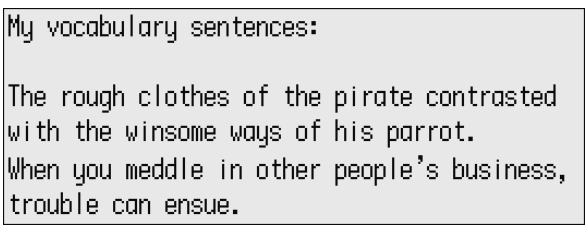



Linked file source in AlphaSmart Manager

Linked file on NEO

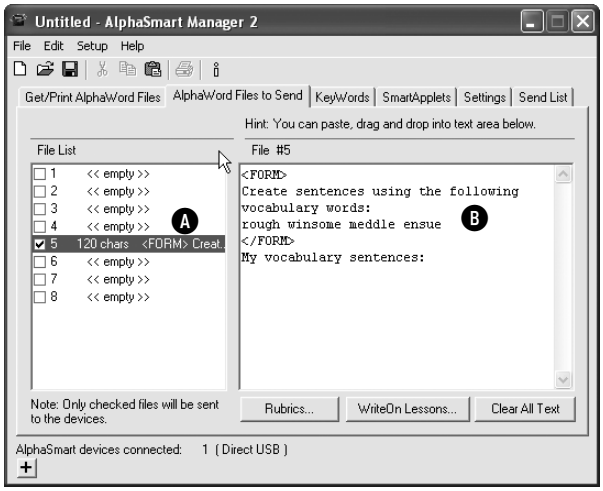



AlphaWord Plus file on NEO


My vocabulary sentences:
The rough clothes of the pirate contrasted
with the winsome ways of his parrot.
When you meddle in other people's business,
trouble can ensue.

## How to Send a Linked File to Your NEO(s)

1. Start AlphaSmart Manager on your computer and connect your NEO.
2. Click the **AlphaWord Files to Send** tab.
3. In the file list on the left, click the file number that you want to send to on the NEO(s) Ⓐ.




4. In the File # window Ⓑ, type the text for the linked file. All text that should be in the linked file should be inside <FORM> and </FORM> tags as shown above. If you want to send any text for the main AlphaWord Plus file (not the linked file), insert it before or after the <FORM> tags.

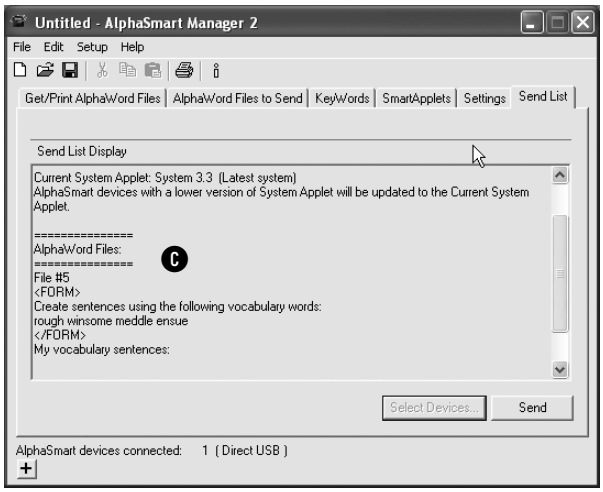
   In your linked file, you can use the tags below to insert check boxes, specify a preformatted section, and control line breaks. The tags in the table are similar to HTML tags. Most have a beginning tag enclosed in angle brackets (<tag>) and an end tag enclosed in angle brackets with a forward slash (</tag>).

| Tag | Description |
|---|---|
| <FORM> | Begin a linked file |
| </FORM> | End a linked file |
| [] or [ ] | Insert a checkbox |
| <PRE> | Begin a preformatted section (use this when you want to precisely control line breaks) |
| </PRE> | End a preformatted section |
| <NOBR> | Begin no break text (use this to keep the text that follows on a single line, if possible) |

| Tag | Description |
|---|---|
| </NOBR> | End of no break text |
| <BR> | Insert a hard return |

***If you want to send the file to some NEOs, but not others,*** *click* ***Select Devices*** *and check the NEOs that should get the file before you send it.*

5. Click the **Send List** tab to verify that the linked file and any other text appears as you want it Ⓒ, then click **Send** to send the linked file and any other associated text to your NEO(s).




## How to View a Linked File on Your NEO

1. On your NEO, press the **file** number key for the file that has a linked file.
2. Press **ctrl-L**. The linked file appears. When viewing a linked file, you can check boxes by pressing the spacebar or **x**, and you can clear them by pressing spacebar or **backspace**. Move forward through check boxes by pressing **tab**; move backward by pressing **shift-tab**. If a linked file is long, you can use the arrow keys to scroll through it.
3. To return to the main file, press **ctrl-L** again or press the **file** key.

## Tips for Using Linked Files

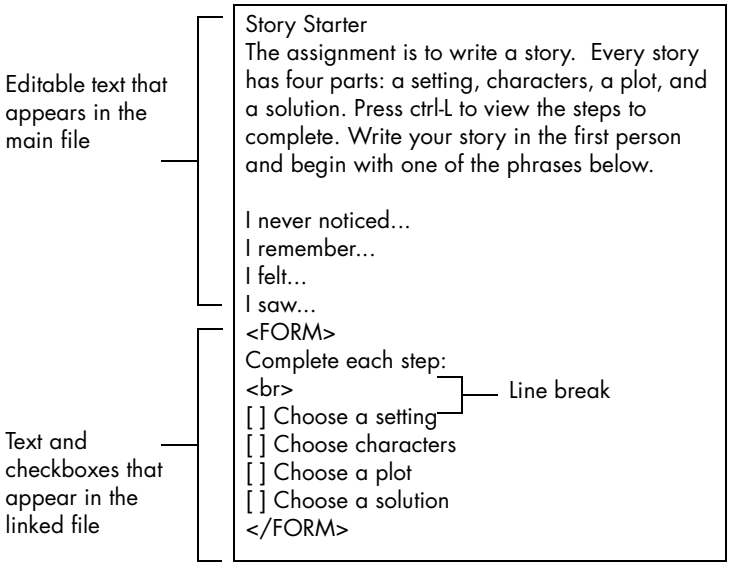
- If you send a file from NEO to your computer using **send**, and that file has a linked file associated with it, the text of the linked file is also sent.
- You can print just linked file text. Simply press **ctrl-L** to view your linked file, then press **print** on your NEO. Whatever is onscreen when you press **print**—the text of a main file or the linked file text—is what is sent to your printer.

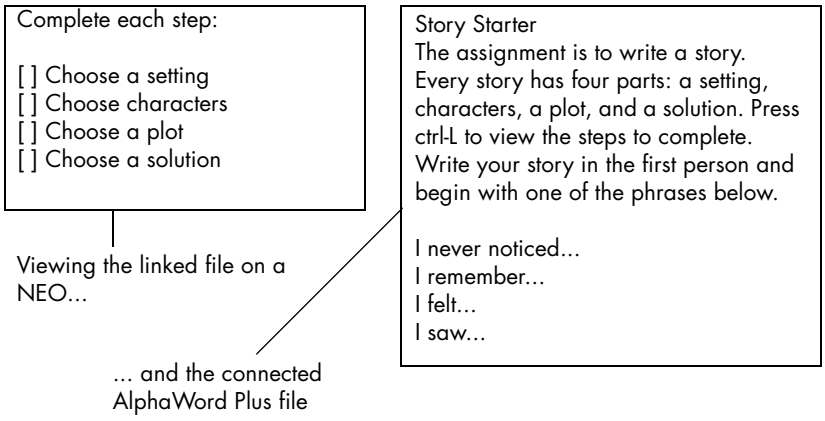
- You can copy the text of a linked file and paste it into the main file or into another file. To do so, view the linked file by pressing **ctrl-L**, then press **shift-ctrl-⌘-c**. The linked file is copied to the clipboard. Next, press **ctrl-L** to return to the main file, or press one of the **file** keys for a different file. Then, press **ctrl-v** to paste the text.
- You can type the linked file tags and text you want to use for a linked file in AlphaWord Plus, then beam it over to another NEO using the Beamer SmartApplet. The receiving NEO accepts it as a linked file. (To beam files, see page 13.)

## A Sample Linked File

Below is a sample of a complex linked file, shown as you'd create it on your computer and how it appears on a NEO.

An example of a linked file you might create on your computer

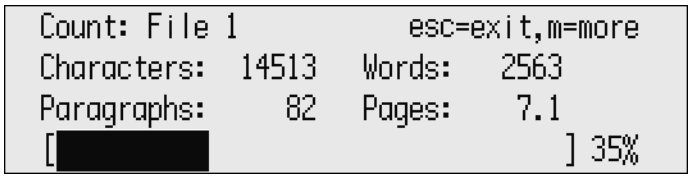

Editable text that appears in the main file
Text and checkboxes that appear in the linked file
Line break
Story Starter
The assignment is to write a story. Every story has four parts: a setting, characters, a plot, and a solution. Press ctrl-L to view the steps to complete. Write your story in the first person and begin with one of the phrases below.
I never noticed...
I remember...
I felt...
I saw...
<FORM>
Complete each step:
<br>
[ ] Choose a setting
[ ] Choose characters
[ ] Choose a plot
[ ] Choose a solution
</FORM>


Complete each step:
[ ] Choose a setting
[ ] Choose characters
[ ] Choose a plot
[ ] Choose a solution
Viewing the linked file on a NEO...
... and the connected AlphaWord Plus file
Story Starter
The assignment is to write a story. Every story has four parts: a setting, characters, a plot, and a solution. Press ctrl-L to view the steps to complete. Write your story in the first person and begin with one of the phrases below.
I never noticed...
I remember...
I felt...
I saw...

# Character, Word, Paragraph, and Page Counts

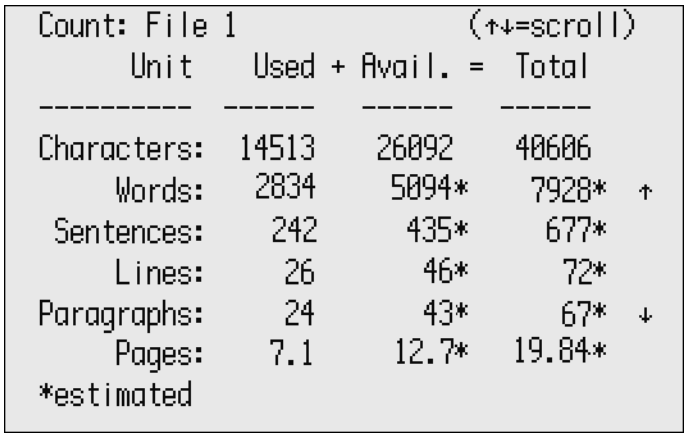
In AlphaWord Plus, you can follow these steps to find out how many characters, words, paragraphs, and pages are in your current file.

1. Make sure you're working in the file for which you need the information.
2. Press **ctrl-w**. The following screen appears, displaying statistics for your particular file.



***The percentage at the bottom** shows how much more you can enter before reaching the limit for the file. For another way to see the space remaining, see page 47.*

3. Press **M** to view additional statistics. You'll need to scroll to view all the information.


Count: File 1 (↑↓=scroll)
Unit Used + Avail. = Total
Characters: 14513 26092 40606
Words: 2834 5094* 7928* ↑
Sentences: 242 435* 677*
Lines: 26 46* 72*
Paragraphs: 24 43* 67* ↓
Pages: 7.1 12.7* 19.84*
*estimated

4. Press **esc** to exit the screen and return to your file.

## File Size Limits

AlphaWord Plus has minimum and maximum file size limits. The default maximum file size limit is 51,200 characters (about 25 pages). The default minimum file size is 512 characters (about a quarter of a page.) You can change these limits using AlphaSmart Manager; see page 109 for more information.

**Important:** The amount of space available for AlphaWord Plus files is affected by the size of data files for other SmartApplets you might be using. For example, if you have the AlphaQuiz SmartApplet, which needs to reserve space for quizzes, less space will be available for AlphaWord Plus files.

## Reaching the Size Limit for a File

When an AlphaWord Plus file reaches the limit, the message shown below appears. To continue working, you should continue in another file or send this one to your computer as recommended.

```
File 1 is full.
Switch to another file or send your
data to the computer.
          (Press any key to continue)
```

## Checking the File Size and the Number of Pages Available

***You can see the file size as a percentage of the limit*** *when you view the character, word, paragraph, and page counts.* *See page 46.*

You can check how many pages you've written in the file you're working on and how much space you have left in that particular file. Follow these steps to see the information:

1. Press ⌘**-i**. The File Status screen appears. This screen shows the pages used and available for this file and for all files (System).

```
Status:                  File 6   System
Pages used                  7.1     10.2
Pages available            12.6    101.5
                  (Press any key to exit)
```

2. When you've finished, press any key to exit the screen.

If you want to see the number of pages you've written for all files on your NEO, follow these steps:

1. Press **shift**-⌘**-i**. The screen that opens shows you the number of pages you've written in each file. The current file is marked with *.

```
Pages open in files
  F1   F2   F3   F4   F5   F6   F7  *F8
 0.1  3.5  31.4 3.5  7.0  3.5  3.5  3.5
                  (Press any key to exit)
```

2. Press any key to exit the screen.

# Clearing and Deleting Files

The text that you type in each file remains there until you clear or delete the files. There is a difference between what happens when you clear a file and what happens when you delete it:

- Clearing a file removes the contents of an unnamed numbered file (1–8). If the file is named (see page 28), clearing the file closes it. If you clear an unnamed file, you can recover the text if you haven't entered new text yet; see "Recovering Data" on page 52.
- Deleting a file completely removes both the contents of the numbered file and the named file (if the file is named), and you can't recover any of the data. If the file has a linked file, the linked file is deleted as well.

The table below summarizes what happens when you clear or delete each type of file:

| File Type | Clear File | Delete File |
|---|---|---|
| Unnamed text in a numbered file (1-8) | • Clears text (which you can still recover)<br>• Leaves you in the empty, active file | • Deletes text (no recovery)<br>• Leaves you in the empty, active file |
| Named text in a numbered file (1-8) | • Closes the file so it is no longer open in the numbered file space (however, you can still open the named file in any of the eight active files)<br>• Leaves you in the empty, active file | • Deletes the file and its name<br>• Leaves you in the empty, active file |
| Named file that isn't in one of the eight numbered files<br>(use **ctrl-f** to view) | • Clears text (which you can still recover)<br>• Keeps file name, resulting in an empty named file | • Deletes the file and its name<br>• Returns you to the numbered file you were using before (which might or might not contain text) |
| Unnamed file with a linked file in a one of the numbered files (1-8) | • Clears the unnamed text (which you can still recover)<br>• Keeps linked file text intact and clears check boxes<br>• Leaves you in the empty, active file (with linked file available) | • Deletes the unnamed text (no recovery) and the linked file<br>• Leaves you in the empty, active file |

| File Type (Continued) | Clear File (Continued) | Delete File (Continued) |
|---|---|---|
| Named text and linked file in a one of the numbered files (1-8) | • Closes file and lets you choose whether to:<br>– Create new text in the file space without a linked file<br>– Create new text, keep linked file text intact, and clear check boxes<br>• Leaves you in the active file space | • Deletes the file, its name, and its linked file<br>• Leaves you in the empty, active file |
| Named text and linked file not in one of the numbered files (1-8)<br>(use **ctrl-f** to view) | • Clears text in the main file (which you can still recover)<br>• Keeps file name<br>• Keeps linked file text intact and clears check boxes | • Deletes the file, its name, and its linked file<br>• Returns you to the File Selector |
| Mixed group of files | **Clear All Numbered Files:**<br>• See other cells in this table for descriptions of how the command deals with each file type<br>• Leaves you in the empty, active numbered file space | **Delete All Files:**<br>• Deletes all text, named files, and linked files from the device<br>• All numbered files (1-8) are empty<br>• Leaves you in the empty, active file |

## How to Clear a File (Remove Its Contents)

***You can also clear a file from the File Selector*** *by pressing ctrl-f, scrolling to the file you want to clear, and pressing* ***clear file****.*

1. Press the **file** key for the file you want to clear to open that file.
2. Press **clear file**. A prompt appears.
3. Press **Y** to clear the file if you want to continue. (Otherwise, press **N** to return to the file.)

**Note:** You can clear files only when your NEO is **not** connected to your computer. If your NEO is connected to your computer, pressing **clear file** has no effect.

## How to Clear All Numbered Files (File 1-File 8)

You can clear files 1-8 simultaneously, which can be useful if multiple users have entered information on NEO. You can clear files only from the numbered files (either named or unnamed files). Named files that **aren't** open in files 1-8 are not affected.

Follow these steps to clear files 1-8 at the same time:

1. Press **shift-ctrl-option-⌘-clear file**.

2. Press **Y** to clear all the files if you want to continue. (If not, press **N** to return to the last active file.)
3. If you have named files with linked files in files 1-8, for each file, AlphaWord Plus asks whether you want to keep the linked file.

**Note:** If necessary, you can restore these files one at a time using the data recovery feature as long as you haven't typed new text into the files. To recover files, see page 52.

## Deleting Files

Deleting a file removes everything: its contents, its name (if it is a named file), and its linked file (if it has one). You can delete a single file, or you can delete all files on the NEO, including named files. You can't recover data from a file that's been deleted.

***You can also delete a file from the File Selector by*** *pressing ctrl-f, scrolling to the file you want to clear, and pressing* ***clear file****.*

### How to Delete the Open File

1. Open the file you want to delete.
2. Press **option-⌘-clear file**.
3. Press **Y** to delete the file permanently if you want to continue. (If not, press **N** to return to the file.)

### How to Delete a File from a List of Files

1. From within any file, press **ctrl-o**. A list of files appears.
2. Move the cursor next to the file you want to delete.
3. Press **enter**.
4. Press **y** to delete the file permanently if you want to continue. (If not, press **n** to cancel.) NEO returns you to the active file space.

### How to Delete All Files

1. From within any file, press **ctrl-option-⌘-clear file**.
2. Press **y** to permanently delete all the files (including named files not in files 1-8). (If you don't want to do this, press **n** to return to the file without deleting files.)

# Recovering Data

If you clear a file, and you haven't deleted a file or entered new text in a file, you may be able to recover text you've cleared by following these steps:

1. Make sure you're in the file number that the file you want to recover was open in. The screen appears blank.
2. Press **option-⌘-r**.

The file should reappear onscreen. If it doesn't, you can try an emergency recovery, which may place "garbage" characters in your file that you later have to remove. Follow these steps to perform an emergency recovery of the entire file:

1. Make sure you're in the file number that the file you want to recover was open in. The screen appears blank.
2. Press **shift-ctrl-option-⌘-r**. Your file should reappear, possibly along with a quantity of garbage characters.
3. Scroll to the location where the garbage characters begin and press **shift-end** to select from the cursor to the end of the file; then, press **delete**.

# Using the Typing Timer

***NEOs also include the KeyWords SmartApplet,*** *which you can use to learn typing skills or to teach your students. For more about this SmartApplet, see the* NEO SmartApplet User Manual *on your NEO Documentation CD.*

The Typing Timer is a tool you can use to evaluate typing proficiency. It lets you perform any keyboarding exercise in an AlphaWord Plus file, and when it is stopped, it displays the elapsed time and words per minute (WPM) typed.

You can't delete characters while using the Typing Timer so you can see any mistakes you made in the text when you finish. Pressing **backspace** while using the Typing Timer has no effect. (Note that the final WPM result doesn't subtract for errors made while typing.) You can edit the text you type after turning off the Typing Timer.

Follow these steps to use the Typing Timer:

1. Choose where you want to start the typing timer. You can start in an empty file or clear the current file so it is empty. If you want to use a file that already has text in it, place the cursor where you want to start the Typing Timer.

2. Press ⌘**-find**. The following message appears.

```
        Typing Timer.
  Begin typing to start timer.
Press caps lock to stop timing.
        Esc to exit.
```

3. Start typing. The elapsed time appears as you type.
4. Press **caps lock** to stop. The elapsed time and words per minute appear.

```
        TYPING TIMER RESULTS
Elapsed time is 01:30
Words per minute is 57
Enter to go again. Esc to exit.
```

5. If you want to start the timer again, press **enter**.

   If you want to exit the timer, press **esc**.

# SMARTAPPLETS

## Managing SmartApplets

### What Are SmartApplets?

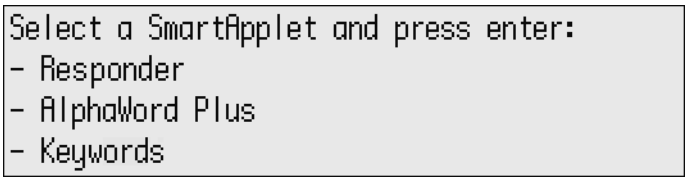
SmartApplets are the programs installed on your NEO. AlphaWord Plus—the program you use to write on the NEO—is just one of the available SmartApplets.

### Installed SmartApplets

NEO comes with these SmartApplets installed:

| SmartApplet | What to Use It For |
|---|---|
| Responder (NEO 2 only) | Use this SmartApplet to use your NEO 2 as you would use a Renaissance Responder. You can use it with the 2Know! Toolbar, AccelTest software, Accelerated Math RP, and AssessmentMaster. You must have a Renaissance Receiver to use NEO 2 as you would use a Responder. |
| AlphaWord Plus | Use this SmartApplet to write on your NEO. This SmartApplet opens automatically when you start the NEO unless you have used AlphaSmart Manager to change the startup SmartApplet. |
| KeyWords | Use this to learn keyboarding or to teach it to your students. |
| Beamer | Use this to use the infrared (IR) port to send (or beam) files to another NEO or to receive files from another NEO. |
| Control Panel | Use this to change settings for the NEO itself or for individual SmartApplets. |
| AlphaQuiz | Use this SmartApplet to administer quizzes to students on the NEO. On your computer, you'll need to download and install QuizDesigner and QuizManager. QuizDesigner allows you to create the quizzes, and QuizManager allows you to send the quizzes to NEOs and retrieve student responses. |
| Calculator | Use this to perform mathematical calculations. |

To see a list of the installed SmartApplets, press **applets**. To choose the one you want to use, press the arrow keys to move the cursor next to that SmartApplet; then, press **enter**.




An additional SmartApplet, Co:Writer, is available from Don Johnston, Inc. If you purchase this SmartApplet, you install it on your computer, then use AlphaSmart Manager to transfer it to your NEO.

## How to Use Your SmartApplets

The previous chapter explains how to use AlphaWord Plus. You'll find basic instructions for using the other standard SmartApplets in the *NEO and SmartApplet Quick Guide* or the *NEO 2 and SmartApplet Quick Guide*. For more detailed information, refer to the *NEO SmartApplet User Manual* that is on your documentation CD.

## Managing the SmartApplets on Your NEO

The easiest way to manage SmartApplets is to use AlphaSmart Manager. In AlphaSmart Manager, you can do the following:

- Install new or updated SmartApplets on the connected NEOs (see page 101).
- Remove SmartApplets from the connected NEOs (see page 104).
- Change the startup SmartApplet (the one that starts automatically when you start a NEO). See page 107.
- Disable SmartApplets on your NEOs (see page 109).
- Change SmartApplet settings on NEOs (see page 108).

You can also perform some of these tasks on the NEO itself. For example, from the SmartApplets menu, you can quickly change the SmartApplet that starts when you start the NEO (see page 56), and you can disable SmartApplets (see page 56).

## How to Change the Startup SmartApplet from the SmartApplets Menu

***If you don't set a startup SmartApplet,*** *when you turn on your NEO, it goes to the SmartApplets list, with the cursor next to the SmartApplet you were working in when you turned the NEO off.*

1. Press **applets**.
2. Use the arrow keys to move the cursor next to the SmartApplet that you want to start when you turn on your NEO.
3. Press **ctrl-applets**. An asterisk designating the startup SmartApplet appears in the menu.

```
Select a SmartApplet and press enter:
- Responder
-*AlphaWord Plus
- Keywords
```

Repeat the steps to turn the setting off.

## How to Disable a SmartApplet from the SmartApplets Menu

Follow the steps below to disable a SmartApplet on the NEO. You can also disable SmartApplets using AlphaSmart Manager; see page 109.

***You need the master password to disable SmartApplets.*** *You can use AlphaSmart Manager to set this password (see page 112) or contact Technical Support to get the default master password.*

1. Press **applets**.
2. Move the cursor next to the SmartApplet you want to disable.
3. Press **ctrl-⌘-L**.
4. Enter the master password (see page 112) and press **enter**. The ⌜⌝ symbol appears next to the SmartApplet to show it has been disabled.

Repeats these steps to enable the SmartApplet.

If you want to disable the Calculator SmartApplet, from within AlphaWord Plus, you can press **ctrl-⌘-c** and then enter the master password.

# USING THE RESPONDER SMARTAPPLET ON NEO 2

NEO 2 includes a Responder SmartApplet that lets you use your NEO 2 laptop as you would use a Renaissance Responder. Students can use NEO 2 to complete assignments for Accelerated Math RP and AccelTest software. You can also use NEO 2 with the 2Know! toolbar.

**Important:** You can't use NEO 2 with more than one program at a time. If you have both AccelTest and Accelerated Math RP, or if you have the 2Know! Toolbar and one of these programs, you should only have one of the three programs open at a time.

### Preparing to Use NEO 2 with AccelTest, Accelerated Math RP, or the 2Know! Toolbar

Make sure you have done the following before you use NEO 2 with any of these programs:

- Connect the Renaissance Receiver to your computer and assign a unique name to the Receiver (see page 21).
- Install AlphaSmart Manager on your computer using the CD that came with your NEO 2 (see page 16). This is necessary because AlphaSmart Manager updates the Renaissance Wireless Server Utility, which helps NEO 2 communicate with the software.

## Using NEO 2 to Complete AccelTest Assignments

***NEO 2 does not support the homework and notes features in AccelTest,*** *though you can use those features with Renaissance Responders. Also, NEO 2 laptops do not support assigned owners.*

If you ordered a SmartOption Cart, you received AccelTest software with your NEO 2 laptops. When you choose "Responder" as the scoring method for assignments in AccelTest, students can use their NEO 2 laptops to complete assignments instead of using Responders. *Students can use NEO 2 to complete in-class assignments, but not homework.*

## Using NEO 2 in a Student-Paced Session in AccelTest

Student-paced sessions allow students to work on anything that has been assigned to them in the AccelTest class Gradebook except for Homework. Students can complete these assignments without needing the teacher to lead the session or send the questions one by one. The instructions below explain what teachers and students need to do in order to use NEO 2 during a student-paced session.

### Teacher Preparation Steps

1. Make sure your Renaissance Receiver is connected to your computer and that the computer is on.
2. Click the AccelTest **Responder** menu and choose **Start Student-Paced Session.**
3. Make sure each student has his or her student ID from the AccelTest Gradebook. Since NEO 2 laptops don't have assigned owners, the student ID is always used to identify the student for assignments.

### Steps Students Follow during a Student-Paced Session

1. Press **on/off** to turn NEO 2 on.
2. Press **applets**.
3. Make sure the cursor is next to **Responder**; then, press **enter**.
4. NEO 2 will attempt to join the session. If you have connected to a Renaissance Receiver before, it will ask if you want to stay connected to it; press **y** for yes or **n** for no. Then, press **enter**.

   If you haven't connected to a Renaissance Receiver before, NEO 2 will show you a list of networks (Renaissance Receivers). Use the arrow keys to highlight the one you want to connect to; then, press **enter**.
5. Type your AccelTest student ID and press **enter**.
6. If you have only one assignment available, the program will ask if you are ready to work on the assignment. Press **y** for yes to continue; then, press **enter**.

   If you have more than one assignment, the program will ask which one you want to work on. It will list the assignments you have with a letter before each assignment name. Press the letter for the assignment you want; then, press **enter**.

***You may see "Sending" when you enter the answer to each question.***

7. NEO 2 will show you the first question in the assignment. Choose an answer for each question; then, press **enter**:
   - For multiple-choice questions, press the letter next to the answer you want to choose.
   - For true-false questions, press **t** for true or **f** for false.
   - For yes/no questions, press **y** for yes or **n** for no.
   - For questions that ask you to enter a number, type the number and press **enter**.

   You can answer the questions in order or use these commands to go back or to go to a specific question:

| To do this... | ...press these keys: |
|---|---|
| Scroll through a question. | Press ↑ and ↓. |
| Go forward or back one question. | Press ⌘-**?**. Arrows (⬍) will appear to the right of the question number. As long as you see those arrows, you can press ↑ to go back one question or ↓ to go forward one question. Press ⌘-**?** again when you want the arrow keys to scroll through the question instead. |
| Go to a specific question number. | Press **find**, type the question number, and press **enter**. |
| Go to the end of the question. | Press ⌘-↓. |
| Go to the beginning of the question. | Press ⌘-↑. |

8. When you've answered all the questions, the program will ask if you are ready to submit your work. If you are, press **y** for yes and press **enter**. When the assignment is complete, the NEO 2 will go back to the SmartApplets list. If you want to work on another assignment, press **enter** to choose the Responder SmartApplet again and repeat these steps.

   If you are not ready, press **n** for no and press **enter**. You will go back to question one, and you can go through each question again to check your answers.

## Using NEO 2 in a Teacher-Paced Session in AccelTest

In AccelTest, teachers use teacher-paced sessions when they want to ask questions of the entire class and have the class answer the questions at the same time. The instructions below explain how to use NEO 2 during a teacher-paced session.

### Teacher Preparation Steps

1. Make sure your Renaissance Receiver is connected to your computer and that the computer is on.
2. Click the AccelTest **Responder** menu and choose **Start Teacher-Paced Session.**

The steps that you follow next depend on the options you choose in the Responder Session Wizard. For detailed instructions for setting up the session and asking the questions during the session, refer to the manual that was installed with your AccelTest software.

### Steps Students Follow during a Teacher-Paced Session

1. Press **on/off** to turn NEO 2 on.
2. Press **applets**.
3. Once the teacher has started the session, make sure the cursor is next to **Responder**; then, press **enter**.
4. NEO 2 will attempt to join the session. If you have connected to a Renaissance Receiver before, it will ask if you want to stay connected to it; press **y** for yes or **n** for no. Then, press **enter**.

   If you haven't connected to a Renaissance Receiver before, NEO 2 will show you a list of networks (Renaissance Receivers). Use the arrow keys to highlight the one you want to connect to; then, press **enter**.
5. Type your AccelTest student ID and press **enter**.
6. When the teacher tells you to do so, press **enter**. Then, choose an answer for the first question:
   - For multiple-choice questions, press the letter next to the answer you want to choose and press **enter**.
   - For true-false questions, press **t** for true or **f** for false and press **enter**.
   - For yes/no questions, press **y** for yes or **n** for no and press **enter**.
   - For questions that ask you to enter a number, type the number and press **enter**.

   After you press enter, a message will tell you that your answer has been recorded. Repeat this step for each question in the session.

***For some types of teacher-paced sessions, you'll see the question on the NEO 2 screen. For others, you will only see your answer choices (not the possible answers).***

7. When the teacher ends the session, the teacher will ask you to press **enter** again. You'll see the message "Session Complete," and you'll return to the SmartApplets list.

# Using NEO 2 to Complete Accelerated Math Assignments

If you are using Accelerated Math RP, your students can use NEO 2 to complete assisted-response (multiple-choice) assignments, but not for free-response assignments or extended-response assignments. For each class, the teacher uses the Accelerated Math RP Scoring preference to determine whether students can use Responders (and therefore NEO 2) with exercises or tests.

Before you can use NEO 2 with Accelerated Math RP, you must have a Renaissance Receiver connected to your computer (see page 21), you must have AlphaSmart Manager installed (see page 16), and you must have the Renaissance Responder client program installed (see the *Accelerated Math RP Software Manual*).

## Teacher Preparation Steps

1. Make sure your students have printed copies of their assignments.
2. Start the Renaissance Responder program and log in with your Accelerated Math RP user name and password. (To install the program and connect it to your Renaissance Place server, see the *Accelerated Math RP Software Manual*.)

## Steps Students Follow to Complete Accelerated Math Assignments

1. Press **on/off** to turn NEO 2 on.
2. Press **applets**.
3. Make sure the cursor is next to **Responder**; then, press **enter**.
4. NEO 2 will attempt to join the session. If you have connected to a Renaissance Receiver before, it will ask if you want to stay connected to it; press **y** for yes or **n** for no. Then, press **enter**.

   If you haven't connected to a Renaissance Receiver before, NEO 2 will show you a list of networks (Renaissance Receivers). Use the arrow keys to highlight the one you want to connect to; then, press **enter**.

5. If you have both Accelerated Math RP and AssessmentMaster, NEO 2 may ask which program you want to use. Press the letter next to Accelerated Math; then, press **enter**.
6. Enter the form number printed at the top of the assignment. Then, press **enter**.
7. If the NEO 2 tells you to wait until your assignment is retrieved, press **enter** again.
8. When the NEO 2 shows your name and form number, press **y** for yes if this information is correct; then, press **enter**. (If not, press **n** for no and enter the form number again.)
9. Press the letter keys (**a**, **b**, **c**, or **d**) to enter your answer to each question. Then, press **enter**.

   You can answer the questions in order or use these commands to go back or to go to a specific question:

| To do this... | ...press these keys: |
|---|---|
| Scroll through a question. | Press ↑ and ↓. |
| Go forward or back one question. | Press ⌘-**?**. Arrows (⬍) will appear to the right of the question number. As long as you see those arrows, you can press ↑ to go back one question or ↓ to go forward one question. Press ⌘-**?** again when you want the arrow keys to scroll through the question instead. |
| Go to a specific question number. | Press **find**, type the question number, and press **enter**. |
| Go to the end of the question. | Press ⌘-↓. |
| Go to the beginning of the question. | Press ⌘-↑. |

10. When you've answered the last problem, NEO 2 asks if you're ready to submit your work. If you are, press **y** for yes and press **enter**. (If you're not ready, press **n** for no and press **enter** to go back and go through the problems again.)
11. If NEO 2 asks you to wait while your assignment is saved, press **enter** again. When the assignment is done, you'll be asked to get your TOPS report at the printer. The NEO 2 will go back to the SmartApplets list.
12. When all students have finished their assignments, the teacher can click **End Session** in the Renaissance Responder program and close the program.

***If some students haven't submitted their work before you end the session,*** *you'll be asked whether these scores should be recorded as is or saved for a later date. For details, see the* Accelerated Math RP Software Manual.

# Using NEO 2 with the 2Know! Toolbar

If you have your Renaissance Receiver connected and you've installed AlphaSmart Manager, you can also use NEO 2 with the 2Know! Toolbar. Students can use NEO 2 to respond to questions. Teachers can use it to control the toolbar program as they would use a teacher Responder.

## How Students Respond to 2Know! Toolbar Questions Using NEO 2

Students follow these steps to respond to questions from the 2Know! Toolbar:

1. Press **on/off** to turn NEO 2 on.
2. Press **applets**.
3. Make sure the cursor is next to **Responder**; then, press **enter**.
4. NEO 2 will attempt to join the session. If you have connected to a Renaissance Receiver before, it will ask if you want to stay connected to it; press **y** for yes or **n** for no. Then, press **enter**.

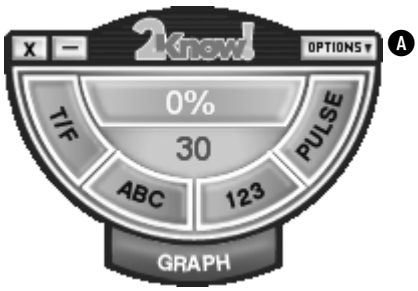
   If you haven't connected to a Renaissance Receiver before, NEO 2 will show you a list of networks (Renaissance Receivers). Use the arrow keys to highlight the one you want to connect to; then, press **enter**.
5. Enter your response to each question:
   - For multiple-choice questions, type the letter for the answer you want to choose and press **enter**.
   - For true/false questions, type **t** for true or **f** for false and press **enter**. (To answer "true," you can also type **y** for yes or **g** for green. To answer "false," you can also type **n** for no or **r** for red.)
   - For questions that require a number for an answer, type the number and press **enter**.
   - For "pulse" questions, you can enter either **t**, **y**, or **g** for true/yes/green, and you can enter **f**, **n**, or **r** for false/no/red; then, press **enter**.

   The teacher will let you know when you can send your answer to each question.
6. When you've finished answering questions, the teacher can shut down the 2Know! Toolbar program. The next time students press **enter**, NEO 2 will tell them there is no session and ask if they want to search for networks. Students can press **n** for no and press **enter** to go back to the SmartApplets menu.

## How Teachers Can Use NEO 2 to Control the 2Know! Toolbar Program

Teachers can use NEO 2 to control the 2Know! Toolbar program. The steps are similar to those you would use on a Responder:

1. In the 2Know! Toolbar program, click the **Options** button Ⓐ and choose **Teacher Responder** from the menu.




2. Click **Assign** in the Teacher Responder dialog box. The program will show you a PIN. Leave this dialog box open.
3. Press **on/off** on the NEO 2 to turn it on.
4. Press **applets**.
5. Make sure the cursor is next to **Responder**; then, press **enter**.
6. NEO 2 will attempt to join the session. If you have connected to a Renaissance Receiver before, it will ask if you want to stay connected to it; press **y** for yes or **n** for no. Then, press **enter**.

   If you haven't connected to a Renaissance Receiver before, NEO 2 will show you a list of networks (Renaissance Receivers). Use the arrow keys to highlight the one you want to connect to; then, press **enter**.
7. When NEO 2 asks you to enter the Teacher Responder PIN, enter the one that is shown in your 2Know! Toolbar program. Then, press **enter**.
8. In the 2Know! Toolbar program, click **Close** twice to go back to the toolbar.
9. NEO 2 will list your options. Press **a** to ask a question, **b** to show a graph, or **c** to minimize the Toolbar on your computer; then, press **enter**. The table on the next page shows what keys to press as you ask questions or view a graph.

| To Ask a Question: | What You Can Do While Viewing a Graph: |
|---|---|
| 1. Press **a**, then **enter**.<br>2. Press the letter for the question type and press **enter**.<br>3. After students answer, press **a** and **enter** to stop receiving responses. If you want to see a graph, press **b** and **enter**. To minimize the toolbar, press **c** and then **enter**; to restore it again, press **c**, then **enter** again. | • Press **a** and **enter** to stop receiving responses.<br>• Press **b** and **enter** to close the graph.<br>• Press **c** and **enter** to reset (start over) and receive new responses.<br>• Press **d** and **enter** to mark the correct answer. Then, enter the answer. |

When you've finished, you can unassign the NEO 2 so it is no longer meant for use by the teacher. Follow these steps:

1. In the 2Know! Toolbar program, click **Options** and choose **Teacher Responder**.
2. Click **Unassign** in the Teacher Responder dialog box.
3. Click **Close**.

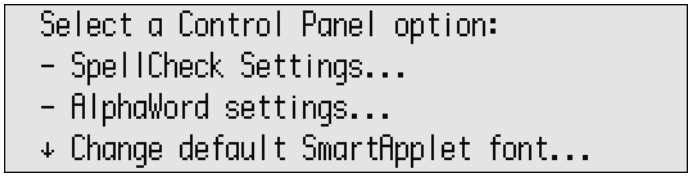
# NEO SETTINGS

## Changing Settings in the Control Panel

### How to Change the Settings in the Control Panel

You can change settings for the NEO and its SmartApplets within the Control Panel. These settings include screen contrast and the keyboard layout you'd like to use. You can also view the battery charge status. The steps below explain how to change these settings. For more information, see "About the Settings in the Control Panel" on page 67.

1. Press **applets**, scroll the list to select Control Panel, then press **enter**.




2. Scroll to select the option you want to set and press **enter**.
3. Some settings, such as turning Calculator or Spell Check on and off, require that you enter the master password to authorize the change. You can set the master password in AlphaSmart Manager (see page 112) or contact Technical Support to get the default master password. If you're asked to enter the master password, type it and press **enter**.
4. Follow the instructions on the screen until you're satisfied with the setting.
5. Press **esc** to return to the previous screen. You might need to press **esc** several times to return to Control Panel or the SmartApplets menu.

## About the Settings in the Control Panel

The following settings are available in the NEO Control Panel.

***You need the master password to change the spell check settings.*** *Use AlphaSmart Manager to set this password; see page 112.*

### Spell Check Settings

Spell check has its own settings in the NEO Control Panel. When you select the spell check settings, you will be asked to enter the master password.

| Setting Name | What It Does |
|---|---|
| Turn add words to user dictionary ON/OFF | By changing this setting, you are choosing whether users can add words to the user dictionary while doing a spell check in AlphaWord Plus. If spell check finds a word that isn't in its dictionary, but the user knows that word is spelled correctly, the user can usually press **A** to add that word to the user dictionary so it isn't marked as misspelled again in the future. If you have turned off this ability, the user cannot add the word to the user dictionary. To change the setting, simply move the cursor next to it and press **enter** to change it from "on" to "off" or from "off" to "on." |
| Delete user dictionary | When you choose this setting and press **enter**, you can delete the user dictionary. When you do this, all words that you added to the spell check dictionary will be deleted, and spell check will question those words once again. |
| Add new word to user dictionary | When you choose this setting and press **enter**, you can add words to the user dictionary one at a time. Use this feature to add words that you use often but that spell check marks as misspelled. |

Another way to update the user dictionary on NEOs is to create a text file on your computer and use AlphaSmart Manager to replace the user dictionary on your NEOs with the words in the text file. To do this, see page 115. If you save the text file on your computer, you can easily add or delete words at any time and re-send the user dictionary to as many NEOs as necessary.

## AlphaWord Plus Settings

AlphaWord Plus also has its own settings in the NEO Control Panel:

| Setting Name | What It Does | Other Ways to Change This |
|---|---|---|
| Turn show marks in files ON/OFF | When you turn show marks on, in AlphaWord Plus you will see ↵ for each carriage return (enter), and you'll see → for each tab that you type in your file. If show marks is off, carriage returns are not shown (except as line breaks), and tabs are shown as spaces. To change the setting, move the cursor next to it and press **enter** to change it from on to off or from off to on. | • Press **option-⌘-k** in AlphaWord Plus. In the screen that appears, press **3** to change the show marks setting. Then, press **esc**.<br>• In AlphaSmart Manager, click the **Settings** tab, select **AlphaWord Plus** on the left, check the **Show Marks** box, and click **On** or **Off**. Then, send the changes to NEOs from the Send List tab. |
| Turn file passwords ON/OFF | This setting is normally off, so passwords aren't required to open AlphaWord Plus files. If you turn this setting on, you must enter the file's password or the master password when you open a file by pressing the **file** key or selecting a named file. When you first turn this setting on, the password for all files is **write**. Use the next setting to set individual file passwords. | • Press **ctrl-option-⌘-p** in AlphaWord Plus; then, enter the master password to change the setting. Press **esc** to go back to AlphaWord Plus.<br>• In AlphaSmart Manager, click the **Settings** tab, select **AlphaWord Plus** on the left, check the **Passwords Enabled** box, and click **On** or **Off**. Then, send the changes to NEOs from the Send List tab. |
| Change a specific file password | When file passwords are on or enabled as described above, you can use this setting to change the password for each file. When you select this setting and press **enter**, you'll see a list of files 1-8 plus any named files you have on the NEO. Move the cursor next to a file, press **enter**, and enter the current password once and the new password twice; then, press **enter**. | • Press **option-⌘-p** in the file that needs its password changed. Enter the current password, and then enter the new password twice. |

| Setting Name | What It Does | Other Ways to Change This |
|---|---|---|
| Reset all file passwords | When file passwords are ON or enabled, this setting changes all file passwords back to the default password (write). Simply highlight the setting and press **enter**. You'll be asked to enter the master password (see page 112). | • In AlphaSmart Manager, click the **Settings** tab, select **AlphaWord Plus** on the left, check the **File Passwords** box, and enter the password that you want to use for all files. Then, send the changes to NEOs from the Send List tab. |

### Change Default SmartApplet Font

This setting allows you to choose the font size you want to use for AlphaWord Plus files. For more information, see page 31.

### Turn Calculator Off

To turn NEO's Calculator SmartApplet off, move the cursor next to this setting and press **enter**. Then, enter the master password (see page 112) and press **enter**.

There are other ways to turn the Calculator off on NEOs or to turn it back on:

- In AlphaWord Plus, press **ctrl-⌘-c**. Enter the master password (see page 112).
- Press **applets** to see the SmartApplet menu. Move the cursor next to **Calculator** and press **ctrl-⌘-L**. Enter the master password (see page 112). The ⌜⌝ symbol appears next to Calculator in the list to show it has been disabled.
- In AlphaSmart Manager, click the **Settings** tab, click **Calculator** on the left, check the **Disable this SmartApplet** box on the right, and click **Yes** or **No**. Then, send the changes to your NEOs from the Send List tab.

### Two-Button On Option

Normally, NEO turns on when you press the **on/off** button. If your NEO often gets turned on accidentally, perhaps because the button is pressed when you carry the NEO in a bag or backpack, you can enable the two-button on option to require you to press **on/off** and **enter** together to turn NEO on.

### Set Screen Contrast

Use this setting to set the screen contrast. After you select this setting, you can press ↑ to darken the screen or ↓ to lighten it. When you've finished, press **esc**.

## Keyboard Command Reference List

Use this setting to see a list of keyboard commands you can use on the NEO. For a list of keyboard commands, see page 130.

***You can view a list of international characters*** *and find out how to type them by pressing* ***ctrl-h*** *in AlphaWord Plus and selecting* ***International*** *from the help topic list.*

## View Keyboard Layout

Use this setting to see where keys are on the keyboard with the current selected keyboard layout. This is helpful if you've chosen a layout other than the standard (QWERTY) layout. To set keyboard layout, use the Change KeyBoard Layout setting under "Change KeyBoard Settings." (For details, see the next page.)

You can press **shift** to see what characters are available when you hold down the shift key and type, and you can press **option** to see what special characters you can type while holding down that key. (For more about international and special characters, see page 134.)

## Display Battery Status

Use this setting to see the state of the battery charge, both as a graphic and a percentage. Then, press any key to leave the battery status.

Another way to check the battery charge is to press **ctrl-⌘-b** while working on the NEO.

## Change Keyboard Settings

There are several keyboard settings in NEO:

| Setting Name | What It Does | Other Ways to Change This |
|---|---|---|
| Change keyboard layout | This sets the keyboard layout you are using. Press the number key that represents the layout you want to use. Then, press **esc**.<br>• QWERTY: the standard layout used on computer keyboards.<br>• DVORAK: a scientifically designed keyboard layout that requires much less finger reaching and stretching for the most commonly used keys, and results in faster and easier typing<br>• RIGHT (one hand): a layout that allows people who type only with the right hand to type faster<br>• LEFT (one hand): a layout that allows people who type only with the left hand to type faster<br>For pictures of the layouts, see the keyboard examples after this table.<br>**NOTE:** If you change the keyboard layout, when you use keyboard commands, note that although the **ctrl**, **option**, ⌘, and **shift** keys stay where they are, the letter keys used in commands may have moved. | • Press **option-⌘-L**. Then, press the number that represents the keyboard layout you want and press **esc**.<br>• In AlphaSmart Manager, click the **Settings** tab and click **System** on the left. Then, check the **Keyboard Layout** box on the left and choose a layout from the drop-down list. Send your changes to NEOs on the Send List tab. |
| Change slow keys setting | Use this setting to increase or decrease the time you must hold down a key before the character appears onscreen (0 means the delay is off). Press the up and down arrow keys to increase or decrease the time in tenths of a second. When you've finished, press **esc**. This setting is useful for someone who has unsteady hands or difficulty targeting specific keys. | • Press **ctrl-option-⌘-k** while working on the NEO. Then, use the up and down arrow keys to increase or decrease the delay. Press **esc** when you've finished.<br>• In AlphaSmart Manager, click the **Settings** tab and click **System** on the left. Then, check the **Slow Keys** box and click **On**, and enter the delay in the **Slow Key Delay** field. Send your changes to NEOs on the Send List tab. |

| Setting Name | What It Does | Other Ways to Change This |
|---|---|---|
| Turn sticky keys ON/OFF | Use this setting if it is difficult for you to perform keyboard commands because you cannot hold multiple keys down at the same time. When sticky keys is on, users can press one key at a time to type keyboard commands that use the shift, ctrl, option, or ⌘ keys. For example, to open a file in AlphaWord Plus, you could press ⌘, let it go, and then press **O** if sticky keys is on. To change the setting from on to off or off to on, simply move the cursor next to it and press **enter**. | • Press **option**-⌘-**k** while working on the NEO. Then, press **2** to change the sticky keys setting from on to off or off to on. Then, press **esc**.<br>• In AlphaSmart Manager, click the **Settings** tab and click **System** on the left. Then, check the **Sticky Keys** box and click **On** or **Off**. Send your changes to NEOs on the Send List tab. |

***Some language versions of NEO do not support alternate keyboard layouts.***

on/off file 1 file 2 file 3 file 4 file 5 file 6 file 7 file 8 print spell check find clear file home end applets send
~ ` ! 1 @ 2 # 3 $ 4 % 5 ^ 6 & 7 * 8 ( 9 ) 0 _ - + = back space
tab Q W E R T Y U I O P { [ } ] | \
caps lock A S D F G H J K L : ; " ' enter
shift Z X C V B N M < , > . ? / shift
control alt option ⌘ cmd esc delete

**The standard QWERTY keyboard layout**

on/off file 1 file 2 file 3 file 4 file 5 file 6 file 7 file 8 print spell check find clear file home end applets send
~ ` ! 1 @ 2 # 3 $ 4 % 5 ^ 6 & 7 * 8 ( 9 ) 0 { [ } ] back space
tab " ' < , > . P Y F G C R L ? / + = | \
caps lock A O E U I D H T N S _ - enter
shift : ; Q J K X B M W V Z shift
control alt option ⌘ cmd esc delete

**The Dvorak keyboard layout**

**The right one-handed keyboard layout**

**The left one-handed keyboard layout**

## Search for Networks (NEO 2 Only)

On NEO 2 models, when you use NEO 2 with a Renaissance Receiver, the first network that you choose with NEO 2 is the one that is used by default the next time you use the Responder SmartApplet.

If you want to search for a different computer/Receiver combination (network), move the cursor next to this setting in the Control Panel and press **enter**. NEO 2 will find the Renaissance Receivers that are within range and show you their names. Use the up and down arrow keys to highlight the new Receiver you want to use. Then, press **enter** to connect to it.

## About NEO 2 (NEO 2 Only)

On NEO 2 models, you can select this Control Panel setting to view information about your laptop, including the system version and the version of other items that are unique to NEO 2.

### Wireless Security (NEO 2 Only)

Use this setting to enter the encryption key if it is required for NEO 2 to communicate with Renaissance Receivers. For more information, contact Renaissance Learning.

## About the Auto Repeat Setting

The Auto Repeat setting is not in the Control Panel, but it is related to the keyboard settings in the Control Panel.

Normally, when you are typing in AlphaWord Plus, any key that you hold down will be repeated. If you want to turn this off, follow these steps:

1. Press **option-⌘-k** while working on the NEO.
2. Press **1** to turn auto repeat on or off.
3. Press **esc** to exit the screen and return to your work.

You can also change this setting in AlphaSmart Manager. Simply click the **Settings** tab, click **System** on the left, check the **Auto Repeat** box, and click **On** or **Off.** Send your settings to NEOs from the Send List tab.

# Changing the Transfer Speed for Sending or Beaming Files

NEO can send text faster than some older computers can accept it. If you notice missing characters or jumbled text, you may need to slow down the transfer speed. Even on newer, faster computers, some programs are slow to accept text, and you must slow down your NEO transfer speed to transfer text into these programs. You can change the transfer speed for both USB cable and IR transfers.

You cannot change the transfer speed in the Control Panel, but you can change it by following the instructions on the next page. Note that the steps for changing the transfer speed for a USB cable connection are different from the steps for changing the beaming transfer speed.

## How to Change the Transfer Speed for a USB Cable Connection

1. Make sure your NEO is not attached to your computer. (You can change the transfer speed only when the NEO is not attached.)
2. Press **option-⌘-s** and type the number for one of these speeds:
   - **1: Very Slow.** This is the slowest speed setting. It is compatible with all machines and programs. It is especially recommended when you use graphic-intensive programs.
   - **2: Slow.** This setting is compatible with all machines and most programs.
   - **3: Fast.** This the default speed, which usually works well with most computers.
   - **4: Fastest.** This setting provides the quickest transfers. However, some word processing programs may lose data when files are transferred using this speed, so you might want to experiment to see which speed works best for you.

## How to Change the Transfer Speed for Beaming (IrDA Transfer Speed)

1. Make sure your NEO is not attached to your computer. (You can change the transfer speed only when the NEO is not attached.)
2. Press **ctrl-option-⌘-s** and type the number for one of these options:
   - **1: Fastest speed.** This setting provides the quickest IR transfers. However, some programs may lose data when files are transferred using this speed, so you might want to experiment to see which speed works best for you.
   - **2: Compatibility speed.** This setting is compatible with all computers and most programs.

# PASSWORDS ON NEO

## The Three Passwords Used with NEOs

There are three types of passwords you can set for NEO.

- **Master password**: This password is required when you change certain settings (for example, when you turn Calculator or Spell Check on or off). The master password also allows you to create individual file passwords. You can obtain a master password from AlphaSmart Technical Support, but it's easier—and more secure—to specify your own using AlphaSmart Manager (see page 112).
- **File passwords for AlphaWord Plus files**: If you enable password protection as described in the next section, you need a password to open each file. The default password is **write** or the new default password you chose in AlphaSmart Manager (see page 114). You can set unique passwords for each AlphaWord Plus file on the NEO (see page 78). File passwords are useful when more than one person is using the same NEO or when the contents of your files are confidential.
- **Send list password**: This password is used in AlphaSmart Manager. It lets you set a password so that no one can send anything—files, SmartApplets, or settings—from AlphaSmart Manager to any connected NEO(s) without first typing the send list password. See "Setting or Changing the Send List Password" on page 113.

**Note:** NEO's password system is meant to protect against accidental or mischievous data loss and to provide a minimum level of data privacy. It cannot prevent concerted, malicious efforts at data destruction.

# Enabling Password Protection for AlphaWord Plus Files

When you first receive your NEO, you cannot set individual file passwords until you enable password protection. When password protection is enabled, any time you press a **file** key or open a named file, you must enter the file's password. When you enable password protection, you must enter the master password. You can set that password in AlphaSmart Manager (see page 112) or contact Technical Support to get the default master password. (You can also use AlphaSmart Manager to enable password protection; see page 114.)

There are two ways to enable password protection on your NEO: you can enable it while in AlphaWord Plus or the Control Panel.

## Enabling or Disabling File Passwords While Working in AlphaWord Plus

1. Be sure you know your master password (see page 112).
2. Press **ctrl-option-⌘-p**. A message will tell you whether password protection is on or off.

```
File password protection is OFF
Type master password to turn on:

                    (Press esc key to exit)
```

3. To change the setting, type the master password and press **enter**. A message will tell you what the setting has been changed to.
4. Press any key to exit the screen. All AlphaWord Plus files will have the password **write** until you change the password for each file (see page 78).

***You can enter the master password instead of the file's password*** *to open that file when password protection is enabled.*

## Enabling or Disabling File Passwords in the Control Panel

1. Be sure you know your master password (see page 112).
2. Press **applets**.
3. Move the cursor next to **Control Panel** and press **enter**.
4. Move the cursor next to **AlphaWord settings** and press **enter.**

5. Move the cursor next to **Turn File Passwords On/Off** and press **enter** to change the setting from on to off or from off to on. A message will tell you whether password protection is on or off.

```
File password protection is OFF
Type master password to turn on:

                (Press esc key to exit)
```

6. To change the setting, type the master password and press **enter**. A message will tell you what the setting has been changed to.
7. Press any key to exit the screen. All AlphaWord Plus files will have the password **write** until you change the password for each file (see the next section).

# Setting Individual Passwords for AlphaWord Plus Files

When you first enable password protection for AlphaWord Plus files, all files have the same default password: **write** (unless you've changed the default in AlphaSmart Manager—see page 114).

If you want to give each file a unique password instead, follow the steps below. Passwords can be up to six characters long. They aren't case-sensitive. They can contain letters, numbers, and symbols, but not spaces. If you don't know an individual file's password, you can enter the NEO's master password instead. (To set the master password, see page 112.)

You can change a file's password from Control Panel or from within AlphaWord Plus.

## How to Change a File Password from within the Control Panel

1. Press **applets**.
2. Move the cursor next to **Control Panel** and press **enter**.
3. Move the cursor next to **AlphaWord settings** and press **enter**.
4. Move the cursor next to **Change a specific file password** and press **enter.**
5. Move the cursor next to the file whose password you want to change and press **enter**.

6. Type the current password. (If you've never changed it, the password is probably **write**.) Then, type the new password, press **tab**, and type the new password again to confirm it. Press **enter** when you've finished. A message appears telling you the password was changed.
7. Press any key to return to the AlphaWord settings.

***If you don't know a file's password,*** *you can enter the master password instead. The master password automatically overrides file passwords.*

### How to Change a File Password from within AlphaWord Plus

1. Open the file for which you want to change the password. You need to enter the current password to open it. If you've never changed the password, you can use the default password, which is **write**, or you can enter the master password.
2. Press **option-⌘-p**. You will see a screen like the one below.

```
Change password for File 5
Current password:
New password:
Confirm new password:
```

3. Type the current file password. Press **tab** and type your new password; then, press **tab** and type it again to confirm it.
4. Press **enter**. You'll see a message that the password has been changed; then, you'll return to your file.

## Resetting File Passwords

If you forget file passwords, you can reset the passwords for all AlphaWord Plus files on this NEO back to the default password, which is **write** (or the password you chose in AlphaSmart Manager—see page 114). You can reset passwords from Control Panel or from within AlphaWord Plus as described below. You can also reset all file passwords using AlphaSmart Manager (see page 114).

***You need the master password to reset file passwords.*** *Use AlphaSmart Manager to set this password; see page 112.*

### How to Reset All File Passwords from within the Control Panel

1. Press **applets**.
2. Move the cursor next to **Control Panel** and press **enter**.
3. Move the cursor next to **AlphaWord settings** and press **enter**.

4. Move the cursor next to **Reset all file passwords** and press **enter**.
5. Type the master password and press **enter**. A message will notify you that the passwords have been reset to the factory default (**write**).
6. Press any key to exit the screen.

### How to Reset All File Passwords from within AlphaWord Plus

1. With an AlphaWord Plus file open, press **shift-ctrl-option-⌘-p.**
2. Type the master password and press **enter**. A message will notify you that the passwords have been reset to the factory default (**write**).
3. Press any key to exit the screen.

# SYSTEM STATUS

For a quick view of the current settings on your NEO, you can check system status. The settings that appear are

- System version
- Language
- Current file you're in
- Cable speed (for text transfers to your computer)
- Keyboard layout
- Auto Repeat setting
- Sticky Keys setting
- Passwords setting

***The system status for a NEO with an ISO (European) keyboard** differs slightly from the one shown here.*

Follow these steps to check system status:

1. Press **option-⌘-v**.

```
AlphaSmart System 3.3, US English
Current File:1 Speed:3 Layout:QWERTY
AutoRept:OFF StickyKeys:OFF Passwords:OFF
Press any key to exit...
```

2. Press any key to exit the screen and return to your file.

# WORKING WITH ALPHASMART MANAGER

This chapter explains how to perform some common tasks in the AlphaSmart Manager software that came with your NEO. For complete information about AlphaSmart Manager, refer to the *AlphaSmart Manager 2 User Manual*. (If you do not have a printed copy, you'll find this manual on your documentation CD.)

Some AlphaSmart Manager capabilities are meant to help you manage and maintain a group of NEOs connected to an AlphaHub in a SmartOption cart. However, some features are also useful for those who have just one NEO. This chapter focuses on AlphaSmart Manager procedures that you may use often.

## About AlphaSmart Manager

AlphaSmart Manager is a program that you install and use on the computer that you plan to use with your NEO(s). It helps you manage files, change NEO settings, and control which SmartApplets are installed and enabled on your NEO(s). Although you can perform some of the same tasks on the NEO itself, AlphaSmart Manager can make some tasks easier. AlphaSmart Manager provides these advantages:

- You can make the same setting, password, or SmartApplet changes for more than one NEO. (You can even choose to make them for some NEOs and not others.)
- You can transfer files from your computer to the NEO.
- You can transfer up to eight files from NEO to your computer at the same time (as opposed to sending the files one at a time by pressing **send** on the NEO).
- You can save send lists so that you can easily make the same changes to NEOs again later.

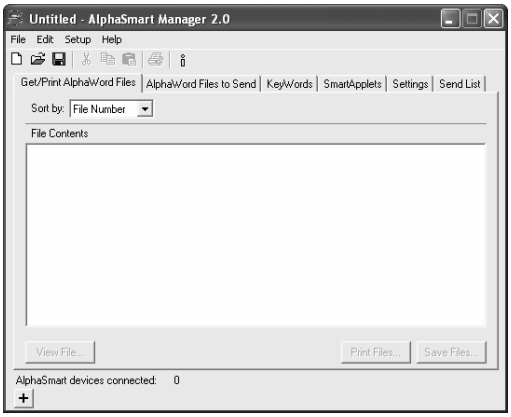
***In AlphaSmart Manager, you can only retrieve files 1-8.*** *You can't retrieve named files that aren't open in files 1-8. Also, you can only send files from the computer into files 1-8 on the NEO(s).*

# Starting AlphaSmart Manager and Connecting Your NEO

To start AlphaSmart Manager, follow the steps below. (If you have not installed the program yet, install it now by following the instructions in "Installing AlphaSmart Manager" on page 16.)

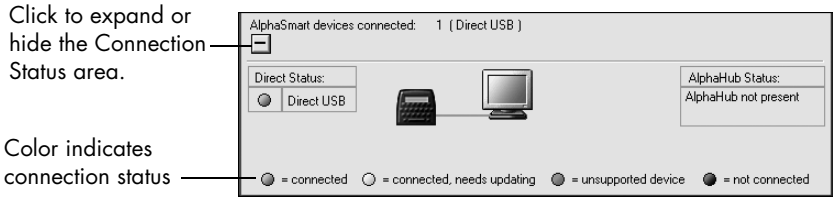
1. *Windows:* Click **Start** or and choose **Programs** (or **All Programs**) ▸ **AlphaSmart Manager 2** ▸ **Start AlphaSmart Manager 2**. AlphaSmart Manager opens.

   *Macintosh:* Open the **Applications** folder on your computer. Then, open the **AlphaSmart** folder and open the **AlphaSmart Manager 2** folder. Double-click **AlphaSmart Manager**. AlphaSmart Manager opens.




2. Connect your NEO to your computer as described on page 9, or connect your cart.
3. In AlphaSmart Manager, click the plus sign (Windows) or triangle (Macintosh) at the bottom of the screen to view connection status.You might need to wait a few moments before the connection status light appears.

***The example shows what the screen looks like when you connect one NEO with a cable.*** *For more about connecting multiple NEOs, refer to the* AlphaSmart Manager 2 User Manual.



- **Green light**: Your NEO is properly connected.
- **Yellow light**: The connected NEO needs updating.
- **Red light:** An AS3000 is connected. This version of AlphaSmart Manager is not compatible with AS3000 laptops, and you cannot have both NEOs and AS3000s connected to the cart.
- **Black light**: Your NEO is not connected or is improperly connected (refer to "Troubleshooting" on page 119).

When you're properly connected, you can transfer information between your NEO and your computer.

## Viewing, Printing, and Saving Files from Your NEO

An earlier procedure in this manual describes how to send files from your NEO to an open program on your computer ("Sending Files to Your Computer" on page 9). You can also use AlphaSmart Manager to retrieve the numbered files (1-8) on your NEO. In AlphaSmart Manager, you can view files 1-8 from the connected NEO(s), print the files, or save them as separate text files.

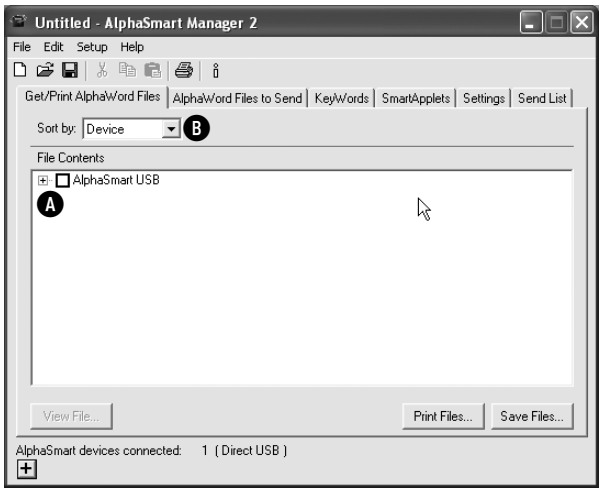
If you retrieve a file that has a linked file associated with it, you retrieve the linked file text as well. When you view, print, or save the file, the linked file text is appended to the end of the main file. For more about linked files, see "Using Linked Files" on page 42.

AlphaSmart Manager retrieves files 1-8 from NEOs. It doesn't retrieve named files that aren't open in one of the eight numbered files. If you want to retrieve one of the named files, make sure you open it.

By following the steps below, you can view the contents of files 1-8 on the connected NEO(s). You can only view one file at a time.

1. In AlphaSmart Manager, click the **Get/Print AlphaWord Files** tab.

   If you have just one NEO connected, you'll see a device called AlphaSmart USB in the File Contents list as shown. If you connect an entire cart, the connected NEOs will be listed by number.



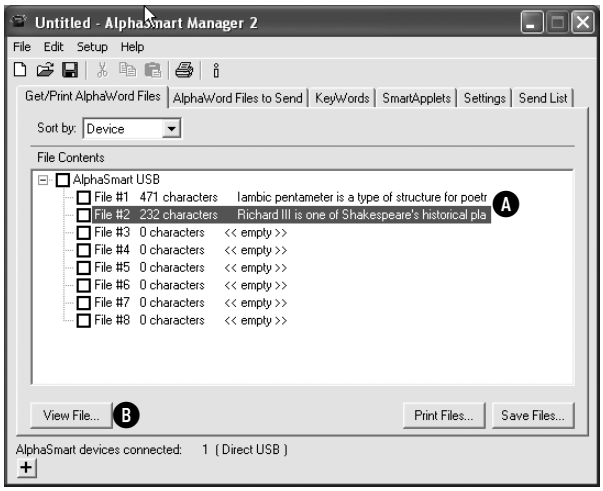

2. If you have one NEO connected, in the File Contents area, click the **+** A (Windows) or triangle (Macintosh) next to "AlphaSmart USB." A message appears briefly to tell you that AlphaSmart Manager is retrieving the file(s).

   If you have more than one NEO connected, use the **Sort by** drop-down list B to choose whether to sort by File # or Device (NEO). If you sort by file number, you can click the **+** (Windows) or triangle (Macintosh) next to the file number you want to print for multiple NEOs. If you sort by Device (by NEO), click the **+** or triangle next to the NEO for which you want to view files.

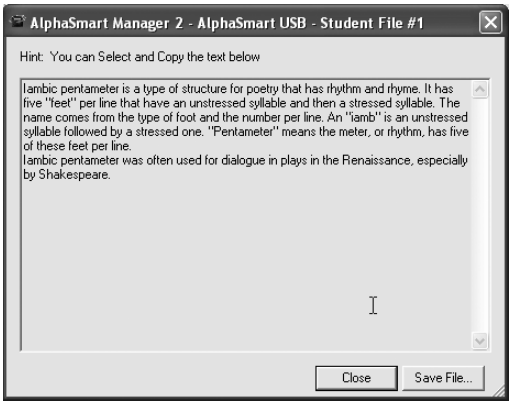
## How to View One of the Files

***The example shows how to select a file with one NEO connected.*** *For more about selecting files when you have multiple NEOs, refer to the* AlphaSmart Manager 2 User Manual.

**1.** Click the displayed file text to select the file contents you want to view Ⓐ.


Untitled - AlphaSmart Manager 2
File Edit Setup Help
Get/Print AlphaWord Files
AlphaWord Files to Send
KeyWords
SmartApplets
Settings
Send List
Sort by: Device
File Contents
AlphaSmart USB
File #1 471 characters Iambic pentameter is a type of structure for poetr
File #2 232 characters Richard III is one of Shakespeare's historical pla
File #3 0 characters << empty >>
File #4 0 characters << empty >>
File #5 0 characters << empty >>
File #6 0 characters << empty >>
File #7 0 characters << empty >>
File #8 0 characters << empty >>
A
View File...
B
Print Files...
Save Files...
AlphaSmart devices connected: 1 ( Direct USB )

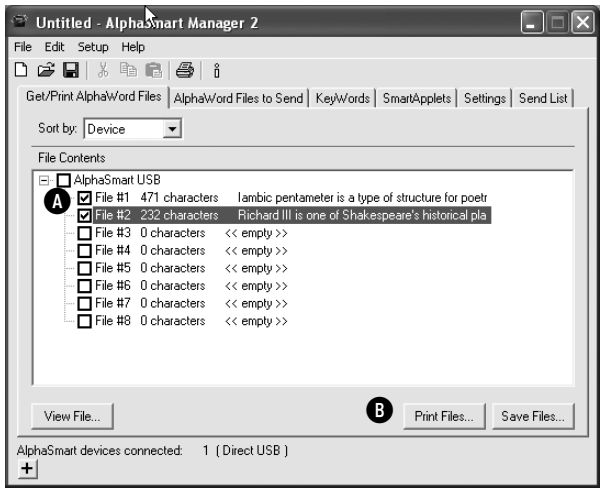
**2.** Click **View File** Ⓑ to see the selected file. The file appears in its own window. You can save the file from here (see page 89) or click **Close** to close the window and return to AlphaSmart Manager.


AlphaSmart Manager 2 - AlphaSmart USB - Student File #1
Hint: You can Select and Copy the text below
Iambic pentameter is a type of structure for poetry that has rhythm and rhyme. It has five "feet" per line that have an unstressed syllable and then a stressed syllable. The name comes from the type of foot and the number per line. An "iamb" is an unstressed syllable followed by a stressed one. "Pentameter" means the meter, or rhythm, has five of these feet per line.
Iambic pentameter was often used for dialogue in plays in the Renaissance, especially by Shakespeare.
Close
Save File...

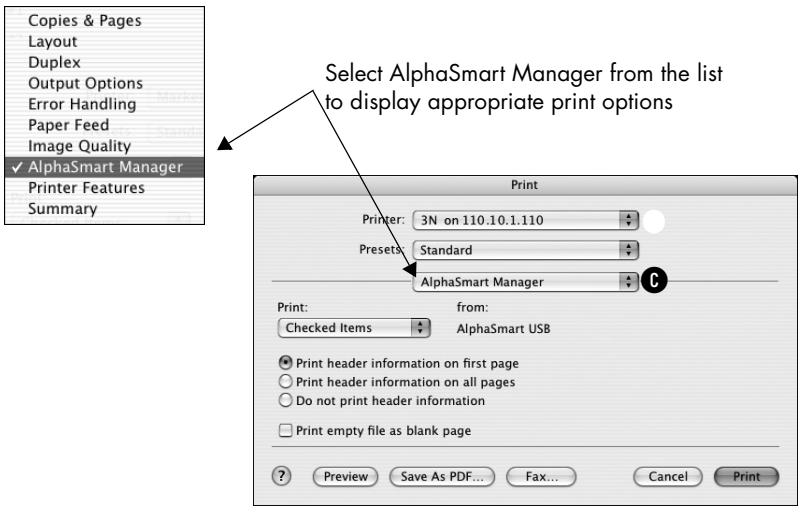
## How to Print One or More Files

> ***If you print a file that has a linked file attached,*** *the linked file prints on a separate page.*

1. If you know exactly which files you want to print, check the boxes next to those files in the File Contents list Ⓐ.

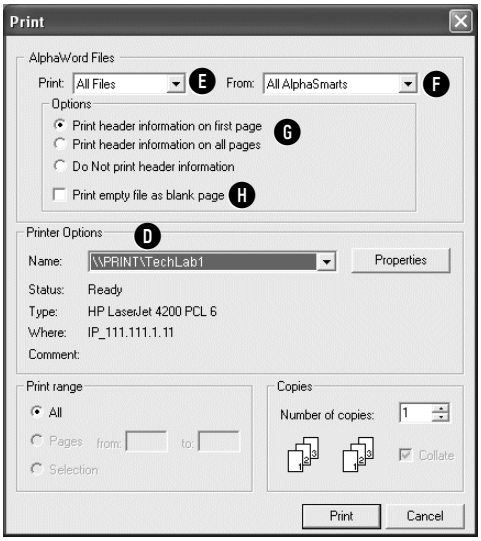

Untitled - AlphaSmart Manager 2
File Edit Setup Help
Get/Print AlphaWord Files
AlphaWord Files to Send
KeyWords
SmartApplets
Settings
Send List
Sort by: Device
File Contents
AlphaSmart USB
A
File #1 471 characters Iambic pentameter is a type of structure for poetr
File #2 232 characters Richard III is one of Shakespeare's historical pla
File #3 0 characters << empty >>
File #4 0 characters << empty >>
File #5 0 characters << empty >>
File #6 0 characters << empty >>
File #7 0 characters << empty >>
File #8 0 characters << empty >>
View File...
B
Print Files...
Save Files...
AlphaSmart devices connected: 1 ( Direct USB )

2. Click **Print Files** Ⓑ. A print dialog box appears.
3. For Macintosh computers only, click the **Copies & Pages** list Ⓒ and select **AlphaSmart Manager**. When you do this, the dialog box will display print options specifically for AlphaSmart Manager as shown below.

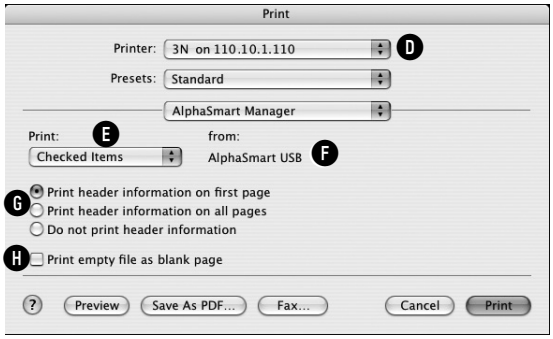


4. Choose a printer to send the files to D.

**Windows**




**Macintosh**

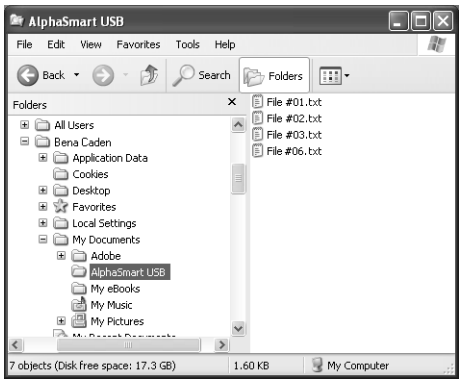



5. Use the **Print** drop-down list to choose the files you want to print E:
   - **All Files**. Prints all eight files from your NEO.
   - **Checked Items**. Prints only the files you checked.
   - **File #**. Prints only that numbered file.
6. If you have more than one NEO connected, use the **From** drop-down list to choose which NEOs to print from F:
   - **All AlphaSmarts**. Prints the file(s) you chose from all connected NEOs.
   - **AlphaSmart #**. Prints the files from the NEO connected at this numbered cable in the SmartOption Cart.
   - **AlphaSmart USB.** Prints from the NEO connected via a USB cable. (This is the only option available if only one NEO is connected.)
7. Click one of the header options G:
   - **Print header information on first page**. Prints the NEO number (or "AlphaSmart USB") and the file number on the first page only.
   - **Print header information on all pages**. Prints the NEO number (or "AlphaSmart USB"), the file number, and the page number on all pages.
   - **Do not print header information**. Omits header information from all pages.

8. Check the box if you want empty files to print as a blank page Ⓗ. This provides a useful visual cue if you're printing many files from many NEOs.
9. Click **Print**.

## How to Save Files

You can use AlphaSmart Manager to save any of the numbered files (1-8) that are on your NEO(s). Files are saved in their own folders as text files. (See the examples below.)

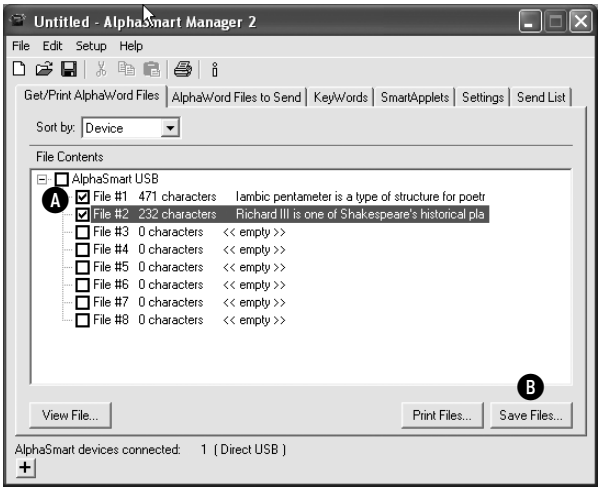



AlphaWord Plus files saved on a Windows computer

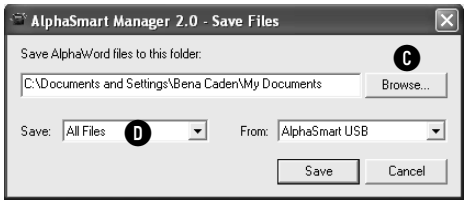
AlphaWord Plus files saved on a Macintosh

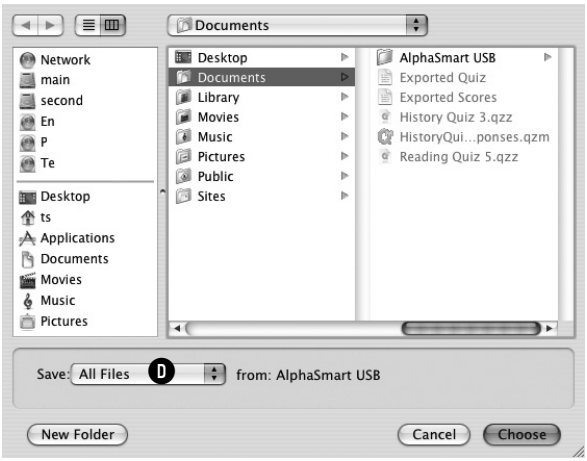
Follow these steps to save the files from your NEO(s):

1. If you know exactly which files you want to save, check those files in the File Contents list **A**.


Untitled - AlphaSmart Manager 2
File Edit Setup Help
Get/Print AlphaWord Files
AlphaWord Files to Send
KeyWords
SmartApplets
Settings
Send List
Sort by: Device
File Contents
AlphaSmart USB
A
File #1 471 characters Iambic pentameter is a type of structure for poetr
File #2 232 characters Richard III is one of Shakespeare's historical pla
File #3 0 characters << empty >>
File #4 0 characters << empty >>
File #5 0 characters << empty >>
File #6 0 characters << empty >>
File #7 0 characters << empty >>
File #8 0 characters << empty >>
B
View File...
Print Files...
Save Files...
AlphaSmart devices connected: 1 ( Direct USB )

2. Click **Save Files** **B**. A Save File dialog box appears.




3. On Windows computers, click **Browse** **C** and go to the location where you want to save the file.

   On Macintosh computers, navigate to the location where you want to save the file.

4. Click the **Save** drop-down list (D) and choose one of these options:
   - **All Files**. Saves all eight files from your NEO(s).
   - **Checked Items**. Saves only the files you checked.
   - **File #**. Saves only that numbered file.
5. If you have more than one NEO connected, click the **From** drop-down list and choose the NEO(s) to save files from.
6. Click **Save** (Windows) or **Choose** (Macintosh). The file(s) are saved as text files in the location you specified, in the AlphaSmart USB folder. If that location already has files that were previously saved, you may be asked if you want to replace the files.

# Sending Files, Rubrics, or Write On! Lessons to NEOs

In AlphaSmart Manager, you can send text files to NEOs. You can also create or select assignment rubrics or select Write On! lessons to send to your NEOs.

**Warning!** Before you send anything to your NEO, it's important to know that once you begin sending files (or SmartApplets or settings) to your NEO, you need to let AlphaSmart Manager complete the send before disconnecting your NEO from your computer. If you don't, you run the risk of corrupting system files on your NEO.

## Creating and Sending Text Files

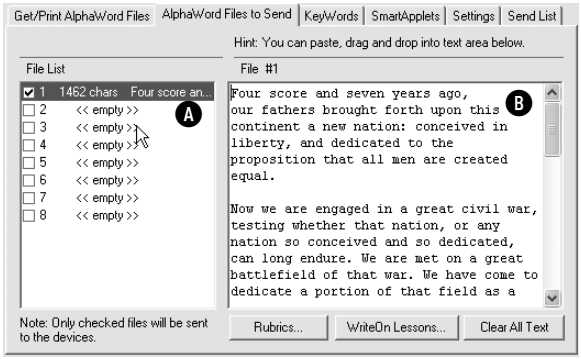
AlphaSmart Manager can send files you've created on your computer to NEOs. You can compose text in another program and paste or drag it into AlphaSmart Manager, or you can type text directly into AlphaSmart Manager.

If your computer is connected to a group of NEOs through an AlphaHub on a SmartOption cart, you can send the files to all connected NEOs or just specific NEOs you select.

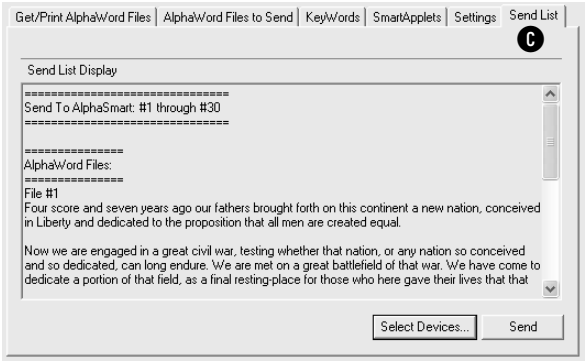
Follow these steps to send a file to NEOs:

1. In AlphaSmart Manager, click the **AlphaWord Files to Send** tab.
2. Check the box next to the number of the file to which you want to send text ((A) on the next page). Note that any existing text in the file on the NEO will be overwritten.

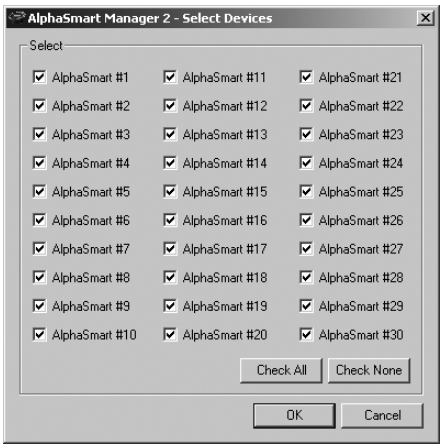
3. In the File # area **B**, type the text you want to transfer, or paste or drag the text from another program.


Get/Print AlphaWord Files
AlphaWord Files to Send
KeyWords
SmartApplets
Settings
Send List
Hint: You can paste, drag and drop into text area below.
File List
File #1
1 1462 chars Four score an...
2 << empty >>
3 << empty >>
4 << empty >>
5 << empty >>
6 << empty >>
7 << empty >>
8 << empty >>
A
B
Four score and seven years ago, our fathers brought forth upon this continent a new nation: conceived in liberty, and dedicated to the proposition that all men are created equal.
Now we are engaged in a great civil war, testing whether that nation, or any nation so conceived and so dedicated, can long endure. We are met on a great battlefield of that war. We have come to dedicate a portion of that field as a
Note: Only checked files will be sent to the devices.
Rubrics...
WriteOn Lessons...
Clear All Text

4. Click the **Send List** tab **C** and verify that the text you want to send appears in the Send List Display.


Get/Print AlphaWord Files
AlphaWord Files to Send
KeyWords
SmartApplets
Settings
Send List
C
Send List Display
==========
Send To AlphaSmart: #1 through #30
==========
==========
AlphaWord Files:
==========
File #1
Four score and seven years ago our fathers brought forth on this continent a new nation, conceived in Liberty and dedicated to the proposition that all men are created equal.
Now we are engaged in a great civil war, testing whether that nation, or any nation so conceived and so dedicated, can long endure. We are met on a great battlefield of that war. We have come to dedicate a portion of that field, as a final resting-place for those who here gave their lives that that
Select Devices...
Send

5. If you want to send the text to some, but not all, of the NEOs, click **Select Devices**, check the devices to which you want to send the text, then click **OK**. (To send to all connected devices, skip this step.)




6. Click **Send**. If you have set a send list password (see page 113), you must enter the password and click **OK**.

You can transfer multiple files simultaneously. To do so, repeat steps 2 and 3 until you're ready to send, then review the Send List Display to make sure all the files appear before clicking Send.

## Sending Rubrics to NEOs

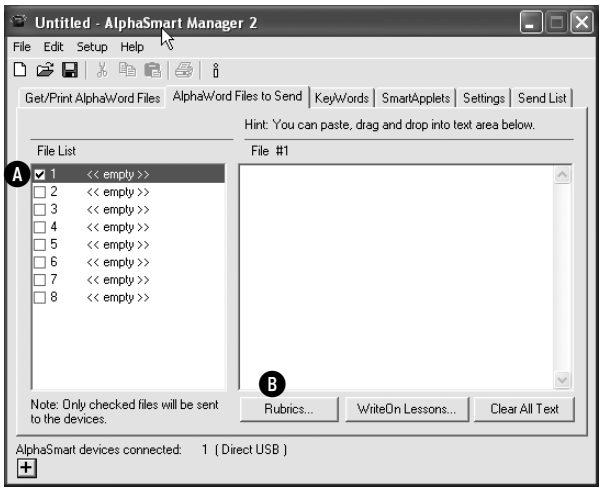
AlphaSmart Manager can also send assignment rubrics to NEOs. You can create your own rubric to send, open a text file that contains the rubric, or select one of the sample rubrics.

The rubric will be linked to the file that you send it to on the NEO; it won't be in the main file. You can also use linked files for other purposes. For more about linked files, see page 42.

Follow these steps to send a rubric to NEOs:

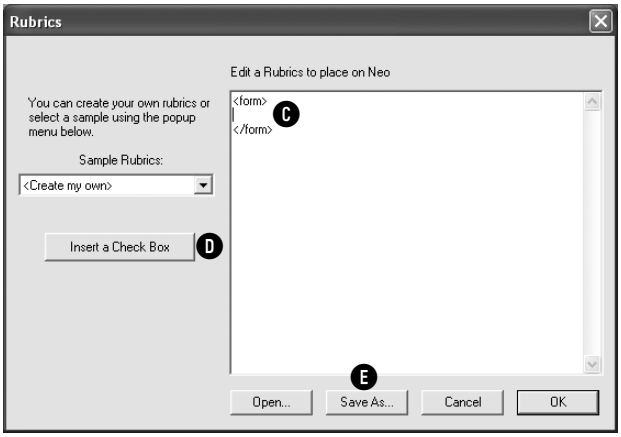
1. In AlphaSmart Manager, click the **AlphaWord Files to Send** tab.

2. Check the box next to the number of the file to which you want to send the rubric Ⓐ. (Note that if there is existing text in the file number on the NEO, that text will be removed. The rubric itself will be linked to the file.)

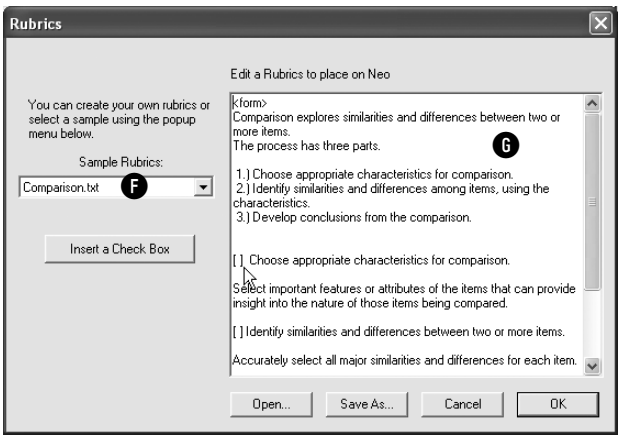



3. Click **Rubrics** Ⓑ at the bottom of the window.
4. Now, you can create a rubric, select a sample one, or open a file that contains the text of the rubric:
   - **To create your own rubric,** type the text of the rubric between the <form> and </form> tags in the window (Ⓒ on the next page). If you want to insert a check box, click **Insert a Check Box** Ⓓ and change the text that is inserted behind the box. If you want to save the rubric to use again, click **Save As** Ⓔ and save the rubric as a text file in the location you select. When the rubric is done, click **OK**. The rubric text will be shown in the File # area of the AlphaWord Files to Send tab.

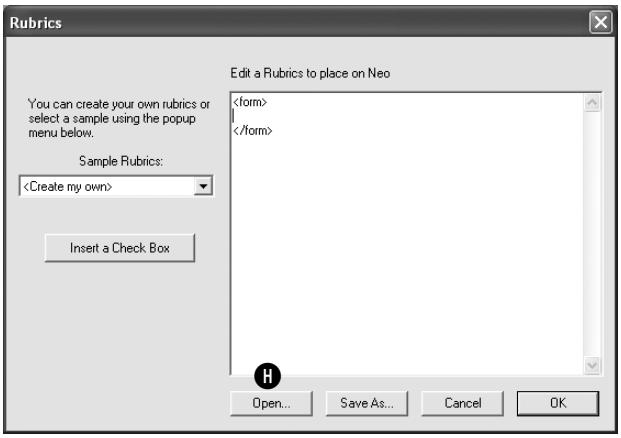
***Any text that is outside the <form> </form> tags*** *will be in the file workspace itself, not in the linked rubric.*



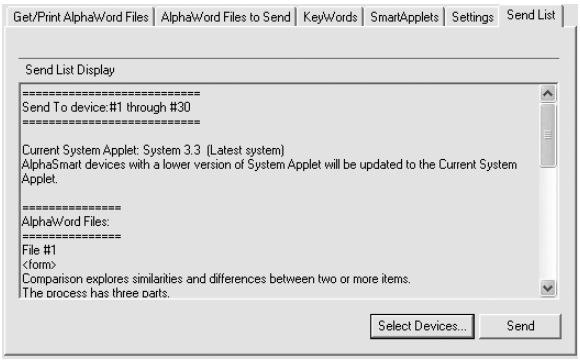

- **To select a sample rubric,** use the drop-down list F. When you select a rubric, the text will appear in the window G, and you can change it as needed. Then, click **OK**. The rubric text will be shown in the File # area of the AlphaWord Files to Send tab.


Rubrics
Edit a Rubrics to place on Neo
You can create your own rubrics or select a sample using the popup menu below.
<form>
Comparison explores similarities and differences between two or more items.
The process has three parts.
G
1.) Choose appropriate characteristics for comparison.
2.) Identify similarities and differences among items, using the characteristics.
3.) Develop conclusions from the comparison.
[ ] Choose appropriate characteristics for comparison.
Select important features or attributes of the items that can provide insight into the nature of those items being compared.
[ ] Identify similarities and differences between two or more items.
Accurately select all major similarities and differences for each item.
Sample Rubrics:
Comparison.txt
F
Insert a Check Box
Open...
Save As...
Cancel
OK

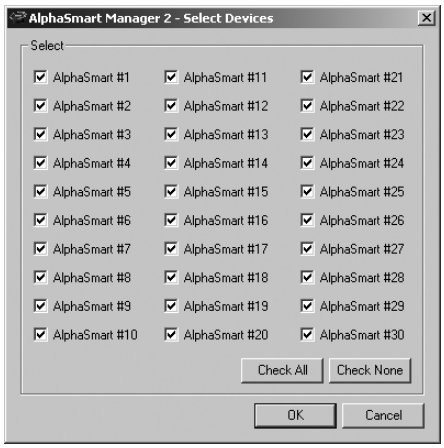
- **To open a text file that contains the rubric,** click **Open** Ⓗ and find and select the text file. Then, click **OK** (Windows) or **Choose** (Macintosh). Click **OK** in the Rubrics window to select the rubric you've opened. The rubric text will be shown in the File # area of the AlphaWord Files to Send tab.




5. Click the **Send List** tab and verify that the text you want to send appears in the Send List Display.



6. If you want to send the rubric to some, but not all, of the NEOs, click **Select Devices**, check the numbers to which you want to send the text, then click **OK**. (To send to all connected NEOs, skip this step.)




7. Click **Send**. If you have set a send list password (see page 113), you must enter the password and click **OK**.

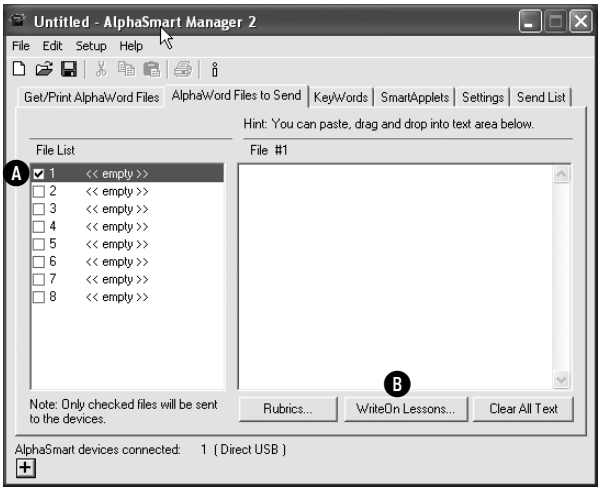
You can transfer multiple rubrics simultaneously. To do so, repeat steps 2–4 until you're ready to send, then review the Send List Display to make sure all the files appear before clicking **Send**.

## Sending Write On! Lessons to NEOs

AlphaSmart Manager can also send Write On! lessons to NEOs. Follow these steps:

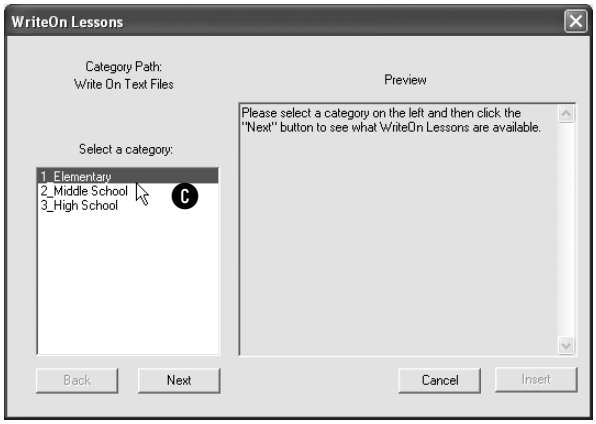
***For more about Write On! lessons,*** *see the* AlphaSmart Manager 2 User Manual.

1. In AlphaSmart Manager, click the **AlphaWord Files to Send** tab.
2. Check the file number to which you want to send the lesson Ⓐ. (Note that any existing text in the file on the NEO will be overwritten.)

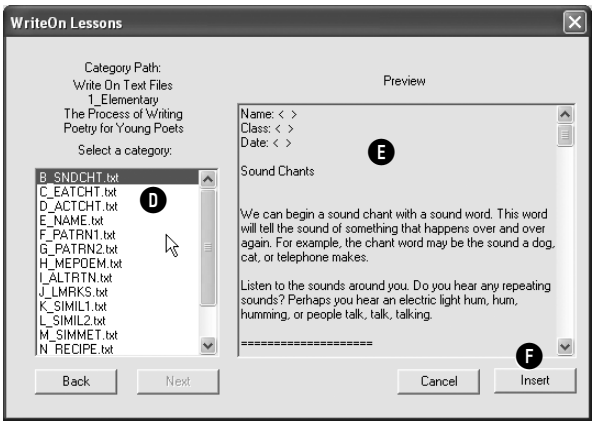



3. Click **Write On! Lessons** Ⓑ at the bottom of the window. If the file you have chosen already has text, an alert will appear to remind you that the text will be replaced; click **Yes** to continue.
4. Double-click one of the categories on the left Ⓒ to find the available lessons, or click the category and click **Next**. You may need to open a few different subcategories before you see a list of lessons. You can use the **Back** button to back up one category level.

***You can make your own Write On! lessons.*** *To do this, create a new folder for the lessons. Then, create text files that contain each of your writing prompts or writing lessons. Save each file with a .txt extension. When you've finished, move the folder into your AlphaSmart Manager program folder on your computer.*

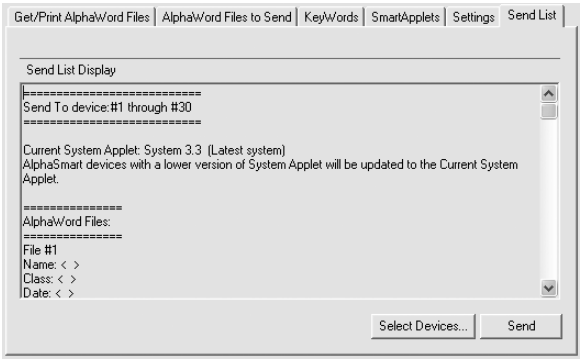



5. Click the lesson you want to select **D** and view the text in the Preview window **E**. You can continue to click the lesson files until you find the one you want to use; then, click **Insert** **F**. The lesson text will be shown in the File # area of the AlphaWord Files to Send tab.




6. Read through the lesson. You can make changes if you'd like. Since the lesson includes instruction, examples, and many writing prompts, teachers generally divide the lesson among several files. (The lines made up of = signs are natural places to break the file.) To break up the files, you can cut some of the text from this file, click another file number, and paste the text into that file. When you do this, students will see different parts of the lesson in different files.

7. Click the **Send List** tab and verify that the lesson you want to send appears in the Send List Display.




8. If you want to send the lesson to some, but not all, of the NEOs, click **Select Devices**, check the numbers to which you want to send the text, then click **OK**. (To send to all connected NEOs, skip this step.)

9. Click **Send**. If you have set a send list password (see page 113), you must enter the password and click **OK**.

You can transfer multiple lessons simultaneously. To do so, repeat steps 2–5 until you're ready to send, then review the Send List Display to make sure all the files appear before clicking **Send**.

### Sending Empty Files to NEOs

In the AlphaWord Files to Send tab, you can check the box next to the number of an empty file and send it to your NEO to overwrite any existing text in that file on the NEO. This is a handy trick to use if you've retrieved text from your NEO and no longer need the text on the NEO.

If you want to delete all the AlphaWord Plus files from your NEO, including named files that aren't in workspaces, it's better to use the Delete All AlphaWord Plus Files setting, described in "AlphaWord Plus Settings" on page 109.

## Retrieving KeyWords Data Using AlphaSmart Manager

KeyWords is a SmartApplet that helps students learn to type. Using AlphaSmart Manager, you can retrieve information about students' progress through KeyWords lessons on NEOs.

If your students are using KeyWords, when you connect the NEOs and click the **KeyWords** tab, AlphaSmart Manager displays the students' names and gives you options for creating and saving reports and for synchronizing the information with Renaissance Place (for Renaissance Place subscribers).

The KeyWords tab, its features, and tasks are described more fully in the *AlphaSmart Manager User Manual*. If you do not have a printed copy of this manual, you can find it on your NEO Documentation CD.

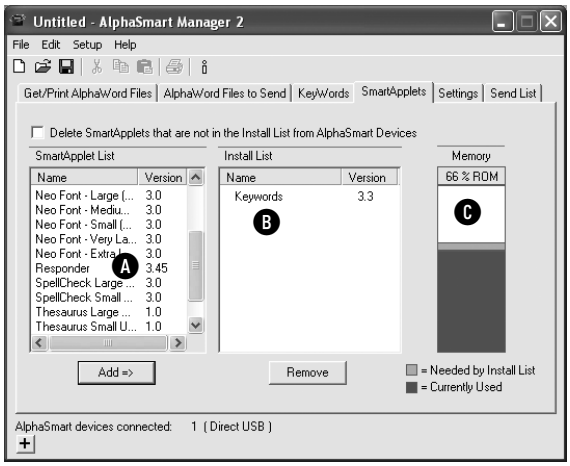
For more information about KeyWords, refer to the *NEO SmartApplet User Manual* on your NEO Documentation CD.

## Installing SmartApplets on NEOs Using AlphaSmart Manager

SmartApplets are programs on your NEO. For a list of the SmartApplets that come installed on NEOs, see page 8. By following the steps on the next page, you can install other SmartApplets or updates or reinstall SmartApplets that you've removed. To do this, you install a SmartApplet on your computer, then select it and send it to your NEO with AlphaSmart Manager.

For more information about available SmartApplets, visit the AlphaSmart Web site.

1. If you have a new SmartApplet that isn't already available to install in AlphaSmart Manager, install the SmartApplet on your computer, following the instructions in the SmartApplet package.
2. In AlphaSmart Manager, click the **SmartApplets** tab.
3. There are two ways to choose the SmartApplets you want to install on NEOs:
   - Click a SmartApplet in the SmartApplet List Ⓐ and drag it to the Install List Ⓑ.
   - Select the SmartApplet(s) in the SmartApplet List Ⓐ; then click **Add =>** to move them to the Install List Ⓑ. To select more than one SmartApplet to add, you can hold down the **Ctrl** key (Windows) or the ⌘ key (Macintosh) as you click the SmartApplets you want to add. To select a group, click the first one in the group, hold down the **Shift** key, and click the last one in the group.

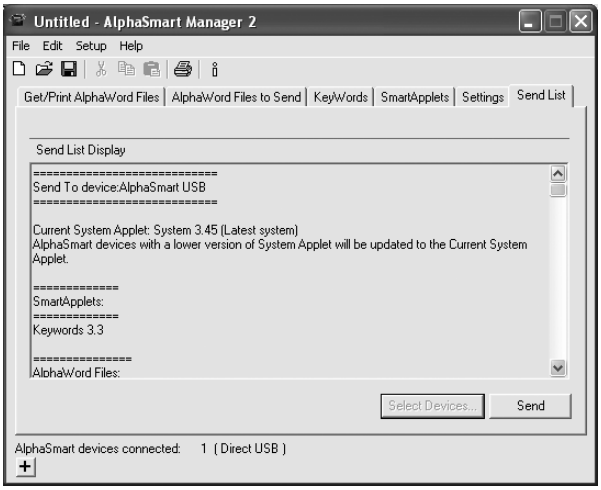



As you add SmartApplets to the Install List, check the Memory column Ⓒ to make sure there is enough memory available on the NEO to install the SmartApplets you want. The darker color shows the space used on the NEO, and the lighter color shows what is needed by the SmartApplet(s) you want to install. If you don't have enough memory to install the SmartApplets you want, you could delete some from NEOs as described on page 104.

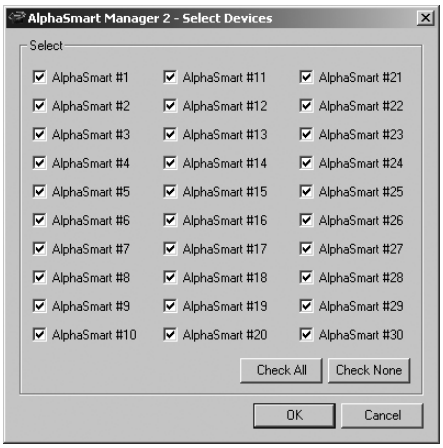
***If you don't see the SmartApplet you want to install in the list,*** *and you know you installed it on your computer, click the* ***File*** *menu and choose* ***Add to Applet List****; then, browse to the SmartApplet's location on your computer.*

***Not everything in the SmartApplet list is a SmartApplet.*** *The list includes your NEO fonts, Spell Check, the Thesaurus, and the Spanish-English word lookup. You can install and delete these items just as you would SmartApplets.*

4. Click the **Send List** tab and verify that the SmartApplets you want to install appear in the Send List Display.




5. If you want to send the SmartApplets to some, but not all, of the NEOs, click **Select Devices**, check the numbers to which you want to send the text, then click **OK**. (To send to all connected NEOs, skip this step.)




6. Click **Send**. If you have set a send list password (see page 113), you must enter the password and click **OK**.

# Deleting SmartApplets from NEOs

To remove SmartApplets from your NEOs, use the SmartApplets tab in AlphaSmart Manager. On this tab, you select the SmartApplets you want to keep and choose to delete all other SmartApplets as described in the steps below.

Normally, you would not need to delete SmartApplets from your NEOs, even if you are not using them. However, you might want to remove SmartApplets to free up memory or because you're beginning a new session or activity in a classroom.

**Important:** If you remove SmartApplets, you also remove any files associated with them. For example, if you remove KeyWords, you also remove any KeyWords work your students have done and progress reports. If there is information on the NEOs that you want to save, be sure to retrieve the data first.

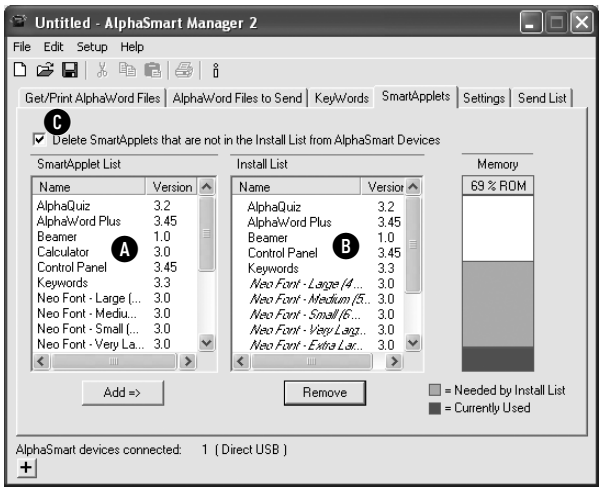
Follow these steps to delete SmartApplets from NEOs:

1. In AlphaSmart Manager, click the **SmartApplets** tab.
2. Click each SmartApplet you want to install or keep in the SmartApplets List Ⓐ, then click **Add** => to move it to the Install List Ⓑ. You should add all SmartApplets that you want on your NEOs, including those that are already installed on the NEOs.
3. Check the box above the SmartApplet list Ⓒ to specify that all SmartApplets that aren't in the Install List should be deleted from NEOs.

***If you want to deny users access to a SmartApplet installed on your NEO,*** *consider disabling it rather than removing it. Disabling turns off the SmartApplet until you enable it again. Some SmartApplets take some time to install, so disabling can save you time if you plan to use the SmartApplet again in the future but want to prevent access for specific activities.* *See page 109 to find out how to disable SmartApplets in AlphaSmart Manager.*

***Be careful not to delete non-SmartApplet items that you want to keep.*** *The SmartApplet list includes the fonts included on your NEO, spell check, and the Thesaurus.*

In the example below, the Calculator would be deleted since it isn't included in the Install List.




4. Click the **Send List** tab and verify that only the SmartApplets you want to keep on your NEOs are in the Send List.
5. Click **Send**. If you have set a send list password (see page 113), you must enter the password and click **OK**.

# Defining System Settings for the NEO

NEO and its SmartApplets have settings that let you customize how it works. There are two ways to change these settings:

- You can change the settings on the NEO itself using the Control Panel. See page 66.
- You can use AlphaSmart Manager to change the settings.

In some cases, the same settings are available in both places; in other cases, slightly different settings are available.

You can change settings for specific SmartApplets, or you can change System settings. System settings apply to all functions and SmartApplets on your NEO. SmartApplet settings, on the other hand, apply only to the selected SmartApplet.

## System Settings You Can Change in AlphaSmart Manager

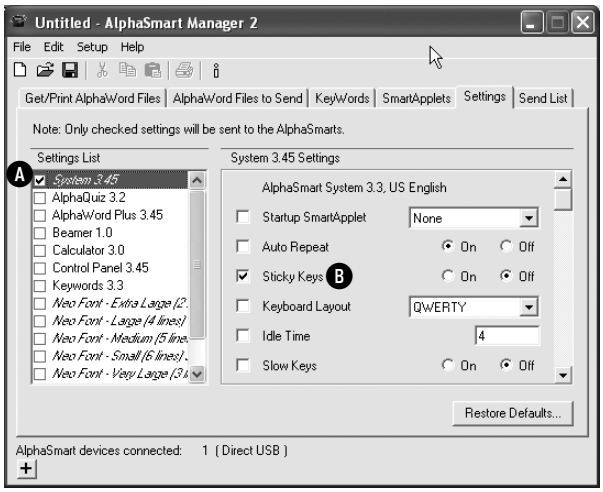
The table below lists the System settings you can change in AlphaSmart Manager. (It does not include the settings for specific SmartApplets.)

***You can change many of these same settings in the Control Panel on each NEO.*** *See page 66 to change the settings and page 67 to find out more about the settings.*

| Setting | What It Does: |
|---|---|
| Startup SmartApplet | Lets you designate which SmartApplet starts automatically when you turn on your NEO. See page 107. |
| Auto Repeat | Sets whether keys repeat when held down. |
| Sticky Keys | Sets whether you must hold keys down for keyboard commands or whether you can press them sequentially. For example, to copy text, you would normally select it and then press **ctrl** and **C** at the same time. However, if the sticky keys setting is on, you could select the text, press **ctrl** and let go, and then press **C**. This is useful for those who have difficulty pressing more than one key at the same time. |
| Keyboard Layout | Lets you select alternate keyboard layouts (such as Dvorak). For pictures of the keyboard layouts, see page 73. |
| Idle Time | Sets the time that a NEO can be idle before turning off automatically (4–59 minutes). |
| Slow Keys and Slow Key Delay | Sets a time delay for holding down a key before the character appears onscreen. This is useful for those who have difficulty typing to ensure that brief accidental key presses aren't recorded. |
| Reset System Font to Default | Sets your NEO to the four-line fixed-width system font instead of another font size you've chosen. See page 32. |
| Transfer Speed | Sets the rate at which text is transferred to your computer when NEO is connected to the computer by cable. See page 74. |
| IR Transfer Speed | Sets the rate at which text is transferred to your computer when NEO is beaming to the computer. See page 75. |
| Master Password | Lets you set your own personal master password for your NEO. This password is required for many tasks on the NEO. See page 112. |
| Printer Selection | Doesn't apply to NEO but is provided in AlphaSmart Manager for compatibility with other AlphaSmart devices. |
| Two-Button On mode | Lets you specify that two keys must be pressed at the same time—**enter** and **on/off**—to turn your NEO on. When this mode is on, pressing **on/off** alone does not turn the NEO on. This helps prevent NEO from being turned on accidentally if the **on/off** key is bumped. |

## How to Change System Settings Using AlphaSmart Manager

1. In AlphaSmart Manager, click the **Settings** tab.
2. Click **System** in the Settings List Ⓐ.




3. Check the settings you want to change Ⓑ. (You might need to scroll down to view all the settings.) Then, make changes to the settings as needed.

   **Note:** When you change settings, notice that AlphaSmart Manager automatically checks the **System** box on the left Ⓐ. If you uncheck this box, changes you make to settings won't be sent to your NEO.
4. Click the **Send List** tab and verify that the settings you want to send appear in the Send List Display.
5. Click **Send**. If you have set a send list password (see page 113), you must enter the password and click **OK**.

## About the Startup SmartApplet

***To find out how to set the startup SmartApplet right on the NEO,*** *see page 56.*

The Startup SmartApplet that you choose in the System settings is the SmartApplet that starts automatically when you turn on your NEO. To use another SmartApplet, you must press the **applets** key and select a SmartApplet from the list. AlphaWord Plus is the startup SmartApplet when you first receive the NEO so you can begin writing right away.

You can choose only one SmartApplet as the startup program.

If you don't select a startup SmartApplet, when you turn on a NEO, it goes to the SmartApplets list, with the cursor next to the SmartApplet you were working in when you turned the NEO off.

# Defining Settings for SmartApplets

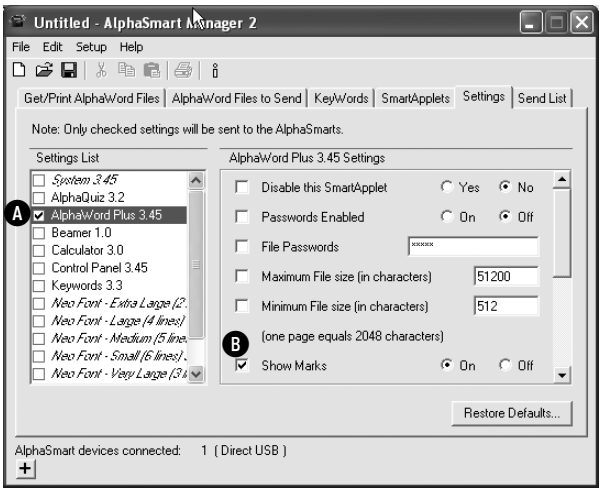
Like the System settings, the settings for each SmartApplet can be changed either in the NEO Control Panel or in AlphaSmart Manager. Some settings are different in the two locations.

The number of settings for each SmartApplet varies. AlphaWord Plus, for example, has several settings; other SmartApplets have only one.

You can only change settings for SmartApplets that are installed on all connected NEOs or for SmartApplets that you have just chosen to install. Only these SmartApplets are listed in the Settings list.

Follow these steps to change SmartApplet settings using AlphaSmart Manager:

1. In AlphaSmart Manager, click the **Settings** tab.
2. Click the SmartApplet in the Settings List on the left Ⓐ.
3. Check the settings you want to change Ⓑ; then, make your changes to the settings.




**Note:** When you change settings, notice that AlphaSmart Manager automatically checks the corresponding SmartApplet check box on the left Ⓐ. If you uncheck this box, changes you make to those settings won't be sent to your NEO.

4. Click the **Send List** tab and verify that the settings you want to transfer appear in the Send List Display.
5. Click **Send**. If you have set a send list password (see page 113), you must enter the password and click **OK**.

## About the Disable This SmartApplet Setting

Every SmartApplet includes the "Disable This SmartApplet" setting. You can check this box to disable the SmartApplet for connected NEOs so it cannot be used. (To find out how to disable SmartApplets right on the NEO, see page 56.) For example, you might disable Calculator if you want to prevent access to electronic calculations during a quiz or math assignment.

## AlphaWord Plus Settings

***Some of these settings can also be changed in the NEO Control Panel.*** *You can't set file size limits in the Control Panel, but you can set passwords for individual files instead of setting the same password for all files. For more information, see page 68.*

AlphaWord Plus has its own settings that you can control through AlphaSmart Manager:

| Setting: | What It Does: |
|---|---|
| Disable This SmartApplet | If checked, this setting prevents the user from using AlphaWord Plus. See page 109. |
| Passwords Enabled | Enables the use of individual file passwords in AlphaWord Plus. See page 77. |
| File Passwords | Specifies a common password for all AlphaWord Plus files. See page 114. |
| Show Marks | Sets whether to display arrows where there are tabs and carriage returns. |
| Maximum File Size (in characters) | Set by default to 51,200 characters (approximately 25 pages). See "File Sizes" below. |
| Minimum File Size (in characters) | Set by default to 512 characters (approximately a quarter of a page). See "File Sizes" below. |
| Delete All AlphaWord Plus Files | Deletes all AlphaWord Plus files on connected NEOs, including files 1-8 and named files that aren't in files 1-8. |

***You can estimate page lengths using a character count of 2,048****. A page is approximately 2,048 characters, though page length can be affected by printer and program settings on your computer.*

### File Sizes

In the AlphaWord Plus settings in AlphaSmart Manager, you can set minimum and maximum file size limits. (The minimum size limit ensures that a certain amount of space is reserved on the NEO for each file.)

The highest maximum file size allowed is 102,400 characters (about 50 pages); the minimum is 512 characters (about one quarter of a page). To keep track of how many characters and pages are in a file and how much space is left, press **ctrl-w** (see page 46).

If you increase the maximum file size, keep in mind that the total amount of space available on a NEO remains the same, and SmartApplets such as

AlphaQuiz and their data files also take up space on the NEO. The space required for SmartApplets affects the amount of space left for AlphaWord Plus files. When working with large files, you might notice some performance issues, depending on the number of SmartApplets on each NEO, the number of files, and the size of files and data on the NEO.

### Spell Check Settings

Spell Check also has its own settings that you can control through AlphaSmart Manager:

| Setting: | What It Does: |
|---|---|
| Disable this SmartApplet | Prevents users from performing spell checks. |
| Allow adding words to dictionary | Allows users to add words to the custom user dictionary so they are not flagged by a spell check again in the future. |
| Delete user dictionary | Deletes the custom user dictionary on all connected devices. |

### Other SmartApplets Settings

Other SmartApplets, such as Beamer or KeyWords, have settings specific to them. To check or change the settings, simply click the **Settings** tab in AlphaSmart Manager, click the SmartApplet name on the left, and then review the settings listed on the right.

## Using Send Lists

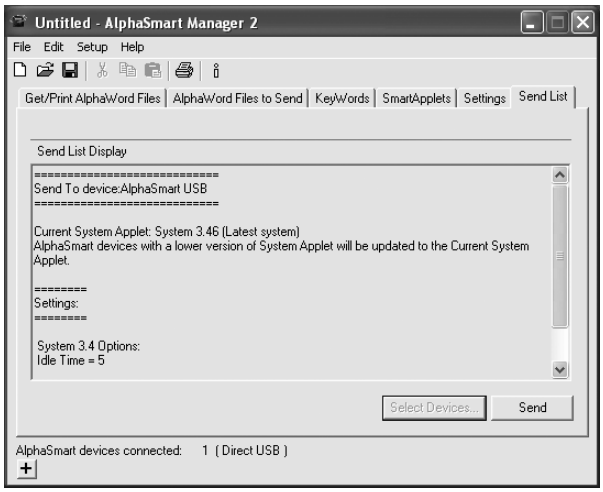
***Send lists are not used when you're retrieving files or data*** *on the Get/Print AlphaWord Files tab or the KeyWords tab.*

Whenever you choose to send AlphaWord files, install or remove SmartApplets, or change settings, your changes are added to a Send List. To send the changes to your NEO(s), you must click the **Send List** tab, choose the NEOs to receive the changes (if necessary), and click **Send**. This allows you to review all changes before you send them to NEOs. If you have several NEOs connected using a SmartOption cart, you can make sure that the right NEOs are getting the changes.

You can save send lists that include changes you make regularly. This can save you time and ensure consistency.

## How to Send Changes Without Saving the Send List

1. In AlphaSmart Manager, make the changes that you want to send to your NEO on the AlphaWord Files to Send tab, the SmartApplets tab, and/or the Settings tab.
2. Click the **Send List** tab and verify that the changes you want to make appear in the Send List display.




3. Click **Send**. If you have set a send list password (see page 113), you must enter the password and click **OK**.

## How to Save Changes in a Send List

1. In AlphaSmart Manager, make the changes that you want to send to your NEO on the AlphaWord Files to Send tab, the SmartApplets tab, and/or the Settings tab.
2. Click the **Send List** tab and verify that the changes you want to make appear in the Send List display.
3. Click the **File** menu and choose **Save Send List** (or **Save Send List As**).
4. Browse to specify the folder where you want to save the send list, type a name in the field provided, and click **Save**. Notice that your saved send list name appears in the title bar for the window.
5. Click **Send** to send the information to your NEO(s). If you have set a send list password (see page 113), you must enter the password and click **OK**.

### How to Open a Saved Send List

1. In AlphaSmart Manager, click the **File** menu and choose **Open Send List**.
2. Browse to the folder where the saved send list is located.
3. Click the send list you want to open. (Send lists have an .acf file extension.)
4. Click **Open**. The name of the send list will be shown in the title of the window.
5. Click the **Send List** tab in AlphaSmart Manager to see the changes in the opened send list.

### How to Close a Saved Send List That Is Open

In AlphaSmart Manager, click the **File** menu and choose **Close Send List**.

## Passwords in AlphaSmart Manager

As explained in "The Three Passwords Used with NEOs" on page 76, there are three types of password protection for the NEO: the master password, file passwords for AlphaWord files, and send list passwords. AlphaSmart Manager lets you control all three types of passwords. For more information, see the procedures on the next few pages.

Passwords can be one to six characters long and can contain letters, numbers, and symbols, but not spaces. They are not case-sensitive.

### Setting or Changing the Master Password

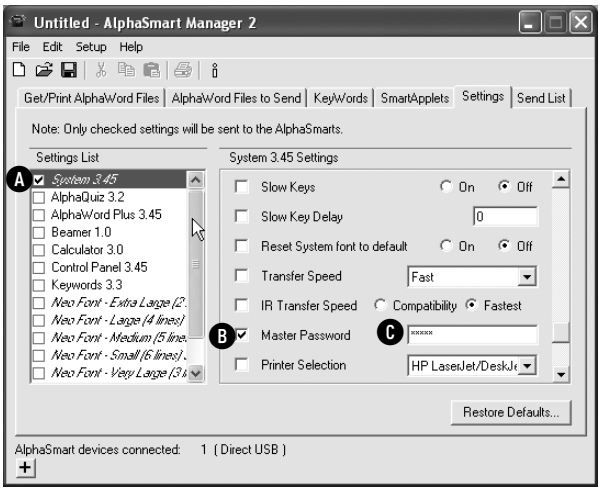
The master password is required when you enable or disable SmartApplets on the NEO itself, when you change spell check settings, when you enable file passwords for AlphaWord Plus, when you change or reset file passwords, or when you change teacher options in KeyWords. You can also use the master password as a substitute for any AlphaWord Plus file password.

You can set or change the master password in AlphaSmart Manager and then send the changed password to NEOs. We recommend that you set a unique master password for your NEO(s) for greater security.

Follow these steps to change the master password:

***If you forget your master password,*** *you can set a new one by following these steps. You don't need to know the old password to set a new one.*

1. In AlphaSmart Manager, click the **Settings** tab.
2. Select **System** Ⓐ in the Settings List.
3. Scroll down until you see the Master Password setting Ⓑ.


Untitled - AlphaSmart Manager 2
File Edit Setup Help
Get/Print AlphaWord Files | AlphaWord Files to Send | KeyWords | SmartApplets | Settings | Send List
Note: Only checked settings will be sent to the AlphaSmarts.
Settings List
System 3.45 Settings
A
AlphaQuiz 3.2
AlphaWord Plus 3.45
Beamer 1.0
Calculator 3.0
Control Panel 3.45
Keywords 3.3
Slow Keys On Off
Slow Key Delay 0
Reset System font to default On Off
Transfer Speed Fast
IR Transfer Speed Compatibility Fastest
B
Master Password
C
Printer Selection
Restore Defaults...
AlphaSmart devices connected: 1 ( Direct USB )

4. Delete the text in the field and type the new password you want to use Ⓒ. (Master passwords can be 1-6 characters long.)
5. Click the **Send List** tab and verify that the change appears in the send list.
6. Click **Send**. If you have set a send list password (see page 113), you must enter the password and click **OK**.

## Setting or Changing the Send List Password

Normally, you do not need to enter a password to send changes to NEO(s). However, you can set a password so that no one can send information from AlphaSmart Manager to your NEO without first typing this password. Follow these steps to set a send list password:

***If you forget your send list password,*** *contact Technical Support for assistance. Send list passwords can only be set in AlphaSmart Manager, and you must know your old password to set a new one or to clear the password.*

1. *Windows computers:* Click the **Edit** menu and choose **Preferences**.

   *Macintosh computers:* Click the **AlphaSmart Manager** menu and choose **Preferences**.
2. Click **Set Send Password** (Windows) or **Set Password** (Macintosh).
3. If you have set a send list password before and you need to change it, enter the old password first in the field provided.
4. Enter the same new send list password in the two fields provided.

5. Click **OK**.
6. *Windows computers:* Click **OK** again.

   *Macintosh computers:* Close the Preferences dialog box.

## Clearing (Removing) a Send List Password

If you no longer want to use a send list password, you can clear it if you know the current send list password. When you clear the send list password, anyone using AlphaSmart Manager can send changes to your NEO(s) without entering a password. Follow these steps to clear send list passwords.

1. *Windows computers:* Click the **Edit** menu and choose **Preferences**.

   *Macintosh computers:* Click the **AlphaSmart Manager** menu and choose **Preferences**.
2. Click **Set Send Password** (Windows) or **Set Password** (Macintosh).
3. Type the current password in the Old password field.
4. Leave the New password and Retype new password fields blank and click **OK**.
5. *Windows computers:* Click **OK** again.

   *Macintosh computers:* Close the Preferences dialog box.

## Enabling File Passwords for AlphaWord Plus Files and Changing the Default File Password

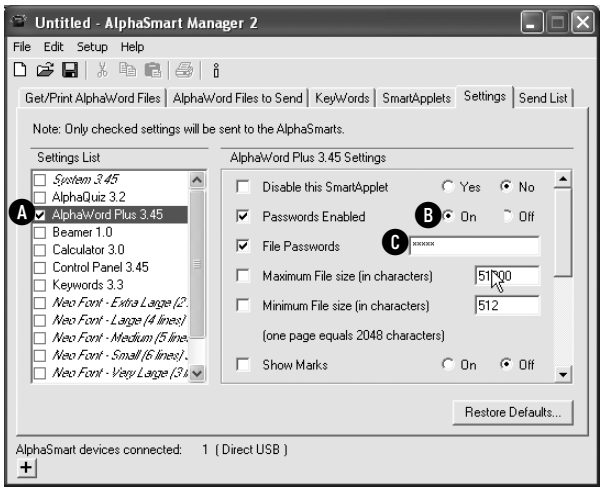
File passwords are useful for protecting the contents of your AlphaWord files. When you first enable passwords for AlphaWord Plus files, all files use the default password (**write**) or the password you set in step 4 below. If you decide to set a unique password for each file later, you can do so on the NEO itself; see page 78. You can't set file passwords without first enabling password protection.

To enable passwords and set a new default password for all files:

1. In AlphaSmart Manager, click the **Settings** tab.
2. Click **AlphaWord Plus** in the Settings List on the left Ⓐ.
3. Click the **On** option for Passwords Enabled Ⓑ; note that AlphaSmart Manager checks the Passwords Enabled checkbox.

***To enable file passwords on a single NEO without using AlphaSmart Manager,*** *see page 77. You can also change individual file passwords by following the steps on page 78, and you can reset file passwords on the NEO by following the steps on page 79. In AlphaSmart Manager, you can set the default file password for all files, but you can't set passwords for individual files.*

4. The default password for all AlphaWord Plus files is **write**. If you want to change it, type a new default file password in the File Passwords field C. (Passwords can be between one and six characters long.)




5. Click the **Send List** tab and verify that the setting appears in the send list.
6. Click **Send**. If you have set a send list password (see page 113), you must enter the password and click **OK**.

## Sending a User Dictionary to NEO

If your writing often contains words that aren't in NEO's spell check dictionary, you might want to create your own list of words—a custom user dictionary—and send it to your NEO instead of adding words to the user dictionary one by one during a spell check.

You can create a word list as a text file on your computer and send it to your NEO using AlphaSmart Manager. This is the most efficient way to update the user dictionary if you want to add words to the dictionary or delete words from it. You should save the text file on your computer so you can update it as needed.

A sample user dictionary is shown below. You can separate words in the text file with spaces, commas, tabs, or carriage returns as shown.

```
SpiffyPro
Oban
Turlock
Cumbria
Bena
Caden
Cupertino
Islay
MegaSync
Aptos
Surrey
```

A custom word list for a user dictionary; the words are separated by carriage returns in this example.

***You can also delete a user dictionary from the Spell Check settings,*** *either in AlphaSmart Manager (see "Spell Check Settings" on page 110) or in Control Panel on your NEO (see page 67).*

Each NEO can only have one user dictionary. When you send a new user dictionary to your NEO, it overwrites the existing user dictionary on the NEO.

Follow these steps to send a user dictionary to your NEO:

1. Using a word processing program on your computer, create a list of words and save the file as a text file (end the file with .txt, as in mywords.txt).
2. In AlphaSmart Manager, click the **File** menu and choose **Send User Dictionary**.
3. Browse to select the text file you created, then click **Open** (Windows) or **Choose** (Macintosh).
4. Click the **Send List** tab and verify that your list of words appears in the SpellCheck Files area of the send list.
5. Click **Send**. If you have set a send list password (see page 113), you must enter the password and click **OK**.

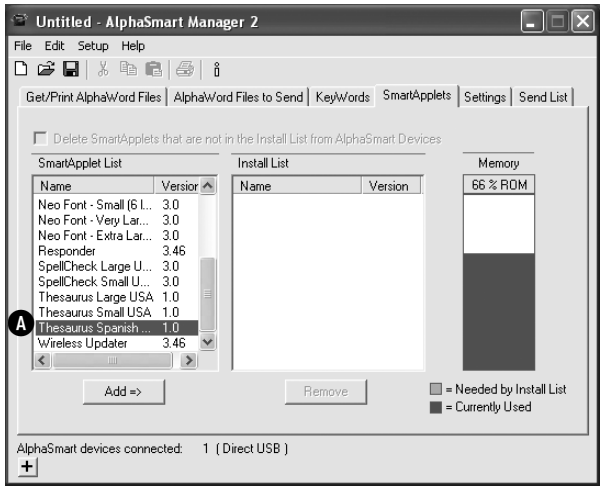
# Replacing the Thesaurus with the Spanish-English Word Lookup

If you're not using the thesaurus that comes preinstalled on NEO, you can remove it and replace it with a Spanish-English word lookup utility, which lets you look up Spanish words to find their English equivalents. You can have either the thesaurus or the Spanish-English word lookup on the NEO, but you can't have both, so you need to remove one as you're installing the other.

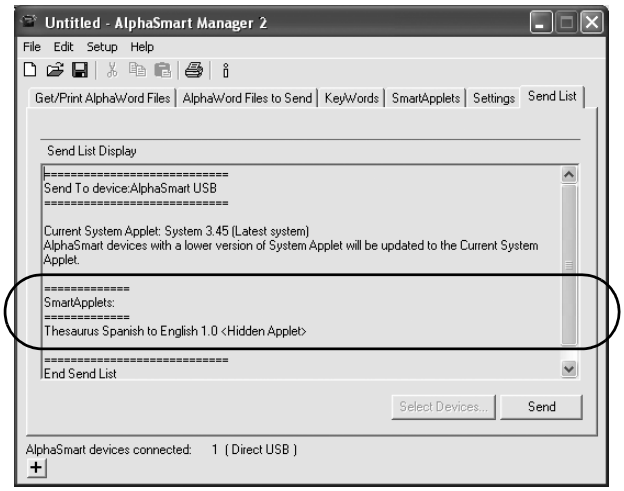
***To find out how to use the Spanish-English word lookup,*** *see page 40.*

Follow these steps to install the Spanish-English word lookup:

1. In AlphaSmart Manager, click the **File** menu and choose **New Send List**.
2. Click the **SmartApplets** tab.
3. Click **Thesaurus-Spanish** in the Install List Ⓐ, then click **Add**.



4. Click the **Send List** and verify “Thesaurus Spanish to English” appears in the SmartApplets section of the list.


Untitled - AlphaSmart Manager 2
File Edit Setup Help
Get/Print AlphaWord Files
AlphaWord Files to Send
KeyWords
SmartApplets
Settings
Send List
Send List Display
Send To device:AlphaSmart USB
Current System Applet: System 3.45 (Latest system)
AlphaSmart devices with a lower version of System Applet will be updated to the Current System Applet.
SmartApplets:
Thesaurus Spanish to English 1.0 <Hidden Applet>
End Send List
Select Devices...
Send
AlphaSmart devices connected: 1 ( Direct USB )

5. Click **Send**. If you have set a send list password (see page 113), you must enter the password and click **OK**.

   AlphaSmart Manager will remove the thesaurus and install the word lookup.

## Other AlphaSmart Manager Tasks

For more about the other tasks you can do in AlphaSmart Manager, such as setting preferences, restoring settings to factory defaults, or viewing SmartApplet information, refer to the *AlphaSmart Manager 2 User Manual*. If you do not have a printed copy of the manual, you can find an electronic copy on your NEO Documentation CD.

# TROUBLESHOOTING

This chapter describes some common NEO difficulties and their solutions. If you're having a problem that you don't see described here, visit the AlphaSmart Web site or contact Technical Support.

## Nothing appears on the NEO screen when I turn it on.

If the screen is blank except for a flashing cursor in the upper-left corner, then you're simply in an empty file. Start typing and characters should appear on your screen.

If your screen is completely blank without a flashing cursor, check your batteries by connecting your NEO to your computer with a USB cable. If the NEO turns on when you connect it to a computer, you probably have one of these problems:

- Your alkaline batteries need to be replaced (see page 124).
- Your alkaline batteries were not installed correctly. Reinsert the batteries, making sure to have the + and – ends as shown on the diagram inside the battery door.
- Your rechargeable battery pack was fully discharged and needs charging.

## When I attach my NEO to my computer, I can't send any data, and my NEO screen shows a file instead of the "Attached to..." message.

Check these three things:

- Examine the cable connections—one may be loose.
- Plug your USB cable into a different USB port on your computer.
- Close AlphaSmart Manager if it's running. You can't send text to a program on your computer when AlphaSmart Manager is running.

## When I turn on my NEO, I see something other than the file that I expected.

The startup SmartApplet determines which program starts when you turn the NEO on.

If the startup SmartApplet is AlphaWord Plus, your NEO places you in the file you were last working in when you turned the NEO off. To change files, press one of the numbered **file** keys.

If you've set a different startup SmartApplet, that SmartApplet will open when you turn on the NEO. (See page 56 to change the startup SmartApplet right on the NEO; see page 107 to change it in AlphaSmart Manager.)

If you do not have a startup SmartApplet specified, the SmartApplets list will appear, with the cursor next to the last SmartApplet you worked in.

## When I send a file to my computer, some of the characters don't show up.

This is probably a problem with the speed with which the NEO is sending the data. Try these measures to solve the problem:

- Disconnect NEO from the computer and check the file transfer speed by pressing **option-⌘-s**. Reset NEO to a slower setting (speed 1 is the slowest).
- Try using a different word processing program on your computer. Some programs allow faster data transfer than others. If this solves the problem, you can copy and paste the text back into your original program.
- Adjust keyboard settings on your computer, experimenting with the key repeat rate and the repeat delay rate. (On a Macintosh, adjust hardware settings in System Preferences; on a Windows computer, adjust keyboard settings in Control Panel.)

## I try to type in a file, but no characters appear.

You might have the Slow Keys setting turned on. You can change the setting in one of three ways:

- Press **ctrl-option-⌘-k** and adjust the time delay.
- On your NEO, press **applets** and choose the **Control Panel** SmartApplet. Then step through the settings to change to the keyboard settings you want.
- In AlphaSmart Manager, select a Slow Keys setting from the Settings tab. See page 108 for more information.

## My file (or the end of my file) is filled with garbage characters.

There are three ways you can deal with this situation:

- If you have no useful text in the file, just press **clear file** to remove the entire file.
- If you have some data you would like to save, place the cursor where the garbage characters start, press **shift-end** to select the garbage characters, then press **delete**.
- Send the file to your computer and cancel the transfer when garbage characters appear.

## When I transfer text to my Windows computer, the case of the characters is reversed; all the lowercase characters show up as uppercase, and the uppercase characters show up as lowercase.

The Caps Lock key on your computer was probably on when you sent the text from NEO. Press **Caps Lock** on your computer keyboard to turn it off, and then resend the file.

## When I press a key, the wrong letter appears on the screen.

Your NEO is probably using a different keyboard layout. You can change the keyboard layout in one of three ways:

- Press **option-⌘-L** and select a layout.
- On your NEO, press **applets** and choose the **Control Panel** SmartApplet. Then step through the settings to change to the keyboard layout you want.
- In AlphaSmart Manager, select a layout from the Settings tab. See page 108 for more information.

## My LCD screen broke. Is it covered under warranty? What should I do?

If the NEO malfunctions during the warranty period, repairs are covered. However, a broken LCD screen is not considered a malfunction and is therefore not covered under warranty. AlphaSmart can replace the LCD screen; contact Technical Support for pricing information and a Return Material Authorization number.

## Do I need antivirus software for my NEO?

Antivirus software isn't needed for your NEO.

## What should I do if I spill something on my NEO?

If you've spilled water, follow these steps:

1. Remove all power sources (batteries, USB cable, AC adapter, and the rechargeable battery pack).
2. Dry the NEO using a canned air dusting product or hair dryer (on air only or low heat setting).
3. When the NEO is dry, reconnect the power sources and try turning the NEO on.
4. If the NEO doesn't turn on or malfunctions, contact Technical Support.

If you spilled something other than water, contact Technical Support immediately for assistance. Don't let the NEO sit for an extended period before consulting Technical Support. The cleanup measures that Technical Support will suggest aren't likely to work if you don't deal with the spill soon after it occurs.

## When I use Kid Works and Student Writing Center on my computer, I can't seem to send text from my NEO.

With graphic-intensive programs such as these, you need to use the slowest transfer speed. Change the transfer speed by following the instructions on page 74 and choosing Very Slow (1).

If you still lose data sending to Kid Works 2, turn Sound Effects off by deselecting it under the Kid Works 2 Options menu.

# MORE ABOUT NEO BATTERIES AND POWER SOURCES

This appendix contains technical information about batteries for your NEO. It explains

- Power sources for the NEO
- When the NEO turns on automatically
- Alkaline batteries
- Rechargeable batteries
- The low battery indicator
- Tips on caring for batteries and storing your NEO

## How Your NEO Receives Power

Your NEO receives power in one of two ways:

- Through three AA batteries (alkaline provide the longest battery life—up to 700 hours or more)
- Through an optional internal rechargeable battery pack purchased from AlphaSmart (see the AlphaSmart Web site for details)

If you use AA batteries, all three must be the same type. When the battery power is low, you can replace the batteries as described on the next page.

If you have a rechargeable battery pack, you recharge it with the AC adapter that came with the battery pack. Refer to “Using the Optional Rechargeable Battery Pack” on page 125 for additional information.

When your NEO is connected to your computer with a USB cable, it also receives power from the computer. However, NEO functions are limited when it is connected to a computer.

## NEO Turns on Automatically When Connected

NEO turns on automatically when you use a USB cable to connect it to

- A SmartOption cart or an AlphaHub that is on (usually in a classroom situation)
- A running computer

NEO remains on until the cable is disconnected or the AlphaHub or computer is turned off. When the cable is disconnected or power is removed from the cable, NEO returns to the state it was in before connecting. For example, if it was off before connecting, it will turn off again when disconnected.

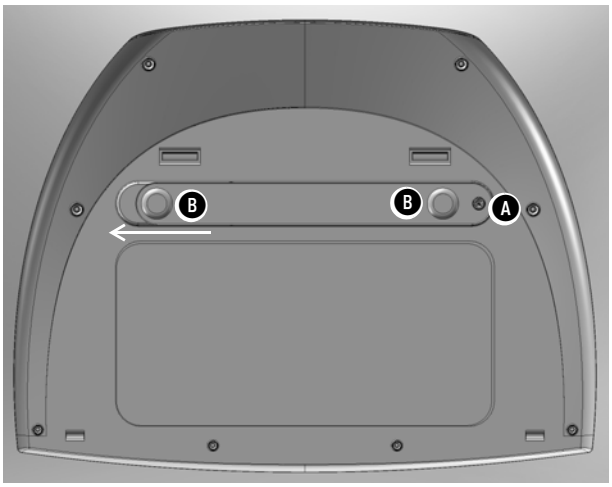
When connected to a computer or AlphaHub, NEO uses the power available from the computer even if no batteries are installed. Don't connect the AC adapter when NEO is connected to a computer; it's not necessary.

## Replacing AA Batteries

When you replace NEO's AA batteries, you must change all three batteries. If one discharged AA battery is used with two new batteries, the battery life is significantly reduced, even though two out of the three are new.

Follow these steps to replace AA batteries:

1. Turn the NEO over. If a small screw is holding the cover in place Ⓐ, remove the screw using a Phillips screwdriver.
2. On the back of a NEO, put your thumbs in the circles on the battery compartment cover Ⓑ and slide the cover toward the left to remove it from the NEO.



3. Remove the three old batteries from the battery compartment.
4. Insert three AA batteries into the compartment. Make sure the + end of each battery points toward the black and red cables.

5. Put the battery compartment cover back on and slide it back in place. You can reattach the small Phillips screw to make sure the cover stays shut.

# Using the Optional Rechargeable Battery Pack

If you purchased a rechargeable battery pack, your batteries are automatically recharged whenever you connect the NEO to a computer or AlphaHub using a USB cable. You can also recharge the batteries by plugging the NEO in using the AC adapter. Page 5 describes how to charge or recharge the battery pack using the AC adapter.

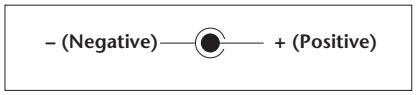
**Important:** If you're going to store your NEO for a month or longer, charge it **before** you store it, and then again **after** you take it out of storage to compensate for the batteries' self-discharge.

## Specifications for the AC Adapter

These are the specifications for the AC adapter that is included with the rechargeable battery pack:

- Class 2 transformer
- Input: AC 120V 60Hz 9W (US) or 230V 50Hz 11.5W (UK and Europe)

- Output: DC 7.5V 500 MA




You should always use the AC adapter supplied by AlphaSmart; don't use other types.

## About the Optional Rechargeable Batteries

NEO's rechargeable batteries use Nickel Metal Hydride (NiMH) cells. NiMH cells can be charged about 500 times. Fully charged batteries can power the NEO for 60–150 hours (or even much longer), depending on use. (Note, however, that fully charged batteries that are never used lose their charge in about a month due to the self-discharge effect.)

New NiMH batteries need to be "cycled"—also known as "conditioned"—three to five times before they hold a full charge. This means that, during the first three to five charge cycles, the batteries hold a successively better charge each time until they reach full capacity.

To charge the batteries, plug the AC adapter into a working electrical outlet and connect it to the power port on the left side of your NEO as described on page 5.

### Conditioning the Batteries

To condition the batteries, follow these steps:

1. Fully charge your NEO with the AC adapter.
2. Use your NEO without the AC adapter until the low battery message appears. (This may take 60–150 hours of use.)
3. Repeat steps 1 and 2 three to five times.

You'll get the longest life from your batteries if you wait for the low battery warning to appear before recharging so the batteries aren't needlessly recharged. Charging with the AC adapter for about 8–16 hours fully charges the batteries; if you use an AlphaHub or USB cable to recharge the batteries, it may take as long as 24 hours. **Don't charge the batteries for more than a week;** doing so may damage the batteries.

NEO's indicator light Ⓐ turns green when the device is fully charged.

## Storing and Recharging NEOs

Rechargeable batteries that aren't used over time lose their charge and need to be fully charged again before being used.

If the batteries lose too much charge while in storage (which can happen if you store your NEO for longer than you intended), the batteries themselves may become damaged, which in turn can damage the NEO.

**Important:** If you're going to store your NEO for a month or longer, charge the batteries **before** you store it, and then charge them again **after** you take the NEO out of storage to compensate for the batteries' self-discharge.

## Lifetime of the Rechargeable Batteries

Well-maintained rechargeable batteries from AlphaSmart last about 500 charges, or about three years. If your battery charge lasted forty hours in the past, but now it lasts only one hour, you need a new battery pack, which you can purchase from AlphaSmart.

If your batteries have run down, and you don't have an AC adapter, you can still connect your NEO to your computer and transfer the data in your files while the computer provides power to your NEO. You can also temporarily switch to AA alkaline batteries until you can obtain a new rechargeable battery pack.

### Toxic Elements Statement

Each rechargeable battery cell is a sealed container enclosing a nickel electrode and a potassium hydroxide electrolyte. The electrolyte is caustic. Avoid contact with skin or eyes. If exposed accidentally, flush eyes with water immediately.

**Warning!** Do not incinerate or mutilate the battery, as this may cause it to burst or release toxic materials. Do not short circuit, as this may cause burns. Please dispose of in accordance with local, state, and federal regulations.

## Low Battery Message

When your AA batteries or rechargeable batteries are getting low, a warning message appears on the NEO screen. The message appears about eight hours before your AA batteries are dead and about twenty minutes before your rechargeable batteries are dead. Be sure to replace your AA batteries or recharge your optional battery pack before the batteries are completely discharged.

## Checking Battery Status (Charge)

To find out how much battery charge is remaining, follow these steps to check the battery status on your NEO:

1. Press **ctrl-⌘-b**. The display shows a picture representing the amount of battery power left and a message showing the percentage.
2. Press any key to return to your file.

You can also check battery status in the Control Panel by following these steps:

1. Press **applets**.
2. Move the cursor down next to **Control Panel** and press **enter**.
3. Move the cursor down next to **Display battery status** and press **enter**. The display shows a picture representing the amount of battery power left and a message showing the percentage.
4. Press any key to leave this screen.

## Tips on Caring for Batteries

- To avoid battery leakage in AA batteries, change the batteries as soon as they become weak.
- Do not drop, puncture, disassemble, mutilate, or incinerate the batteries.
- Do not leave batteries in hot locations.

## NEO's Backup Lithium Battery

NEO contains a secondary backup battery that isn't intended to be accessed by users. The lithium battery provides power to the memory and helps prevent data loss when the unit is turned off or when the batteries are dead or removed. The lithium battery will last approximately five to seven years. If you suspect a problem with the lithium battery, visit the AlphaSmart Web site for more information or contact Technical Support for assistance.

# KEYBOARD COMMANDS AND SPECIAL CHARACTERS

This appendix provides lists of keyboard commands and information and tables that show you how to enter international and special characters using your NEO.

## Keyboard Commands

| Action | Keyboard Command |
|---|---|
| Move one character left or right | ← → |
| Move up or down one line | ↑ ↓ |
| Move up one screen (scrolling) | ⌘-↑ |
| Move down one screen (scrolling) | ⌘-↓ |
| Move to beginning of line | ⌘-← |
| Move to end of line | ⌘-→ |
| Move to beginning of file | **home** |
| Move to end of file | **end** |
| Move to previous word | **option-**← |
| Move to next word | **option-**→ |
| Move to previous sentence | **ctrl-**← |
| Move to next sentence | **ctrl-**→ |
| Move to previous paragraph | **ctrl-**↑ |
| Move to next paragraph | **ctrl-**↓ |
| Select/deselect one character to the left | **shift-**← |
| Select/deselect one character to the right | **shift-**→ |
| Select/deselect one line up | **shift-**↑ |
| Select/deselect one line down | **shift-**↓ |
| Select from cursor to beginning of word | **shift-option-**← |
| Select from cursor to end of word | **shift-option-**→ |
| Select from cursor to beginning of line | **shift-**⌘-← |

| Action | Keyboard Command |
|---|---|
| Select from cursor to end of line | **shift-⌘-→** |
| Select all (select entire file) | **ctrl-a** or **⌘-a** |
| Cut selected text to clipboard | **ctrl-x** or **⌘-x** |
| Copy selected text to clipboard | **ctrl-c** or **⌘-c** |
| Paste text from clipboard | **ctrl-v** or **⌘-v** |
| Delete a character or selection to the left of the cursor | **backspace** |
| Delete a character or selection to the right of the cursor | **delete** or **ctrl-backspace** |
| Clear the entire contents of the file | **clear file** |
| Clear the contents from all eight workspace files | **shift-ctrl-option-⌘-clear file** |
| Permanently delete an entire file | **option-⌘-clear file** |
| Permanently delete **all** files | **ctrl-option-⌘-clear file** |
| Recover 40 characters | **ctrl-option-⌘-r** |
| Recover file from last deletion | **option-⌘-r** |
| Recover entire file | **ctrl-shift-option-⌘-r** |
| Find text | **find** or **⌘-f** |
| Find again | **⌘-g** |
| Find and replace | **ctrl-find** |
| Check spelling | **spell check** |
| Spell check word containing cursor | **⌘-spell check** |
| Spell check on/off | **option-⌘-spell check** |
| Spell check a selected section | **ctrl-spell check** |
| Ignore all occurrences in spell check | **ctrl-i** |
| Replace all in spell check | **ctrl-enter** |
| Open thesaurus | **ctrl-t** |
| File status (characters) | **ctrl-⌘-i** |
| File status (pages) | **⌘-i** |
| File statistics (number of words, characters, paragraphs, and spaces in a file) | **ctrl-option-⌘-i** |

| Action | Keyboard Command |
|---|---|
| Number of characters in all files | **shift-ctrl-⌘-i** |
| Number of pages in all files | **shift-⌘-i** |
| Word count (characters, words, paragraphs, pages) | **ctrl-w** |
| System details | **option-⌘-v** |
| Clipboard contents | **ctrl-option-⌘-c** |
| Clipboard status (characters) | **ctrl-shift-option-⌘-c** |
| Clipboard status (pages) | **option-⌘-c** |
| Print files | **print** or **⌘-p** |
| Typing Timer | **⌘-find** |
| Create new file | **ctrl-n** |
| Open file | **ctrl-o** |
| Save and name a file | **ctrl-s** |
| Select file | **ctrl-f** |
| Delete file | **ctrl-d** |
| Send current AlphaWord Plus file to another NEO with Beamer | **ctrl-send** |
| Receive an AlphaWord Plus file from another NEO with Beamer | **ctrl-b** |
| Go to SmartApplets menu | **applets** |
| Set a startup SmartApplet from the SmartApplets menu | **ctrl-applets** |
| Disable a SmartApplet from the SmartApplets menu | **ctrl-⌘-L** |
| Display information about selected SmartApplet | **option-applets** |
| Select font size | **ctrl-option-⌘-f** |
| Copy linked file to clipboard | **shift-ctrl-⌘-c** |
| Copy current screen of a linked file | **shift-ctrl-c** |
| Select section | **⌘-s** |
| View linked file/main file | **ctrl-L** |

| Action | Keyboard Command |
|---|---|
| Password enable/disable (master password required) | **ctrl-option-⌘-p** |
| Change file password | **option-⌘-p** |
| Enable/disable Calculator (master password required) | **ctrl-⌘-c** |
| Sticky Keys, Auto Repeat, Show Marks status | **option-⌘-k** |
| Slow Keys status | **ctrl-option-⌘-k** |
| Change keyboard layout (QWERTY, Dvorak, Right, Left) | **option-⌘-L** |
| Change send speed (cable) | **option-⌘-s** |
| Change send speed (IR) | **ctrl-option-⌘-s** |
| Switch to another file (when connected by USB) | **⌘-File 1** (**File 2**, **File 3**, and so on) |
| Check battery status | **ctrl-⌘-b** |
| Set idle time | **option-⌘-t** |
| View help contents | **ctrl-h** or **⌘-h** |
| Copy help contents | **ctrl-c** |
| View system hardware details | **ctrl-shift-option-⌘-i** |
| View system software details | **ctrl-shift-option-⌘-b** |

# International and Special Characters

The following tables show the international and special characters that NEO supports and the keys to press to generate each character.

Keyboard combinations separated by hyphens (**ctrl-option-2**, for example) should be pressed in the order given and held down until the last key is pressed.

Keyboard combinations separated by a comma (for example, **option-e, a**) should be pressed sequentially; in this example, press and hold the **option** key while pressing **E**, then release them both before pressing **A**. You will not see a character displayed after pressing the **E**, but the character that appears after pressing the **A** will be an accented lowercase a.

| Character | Keystroke(s) | Notes |
|---|---|---|
| Á | **option-e**, **shift-a** | acute accent |
| À | **option-`**, **shift-a** | grave accent |
| Ä | **option-u**, **shift-a** | umlaut accent |
| Ã | **option-n**, **shift-a** | tilde accent |
| Å | **option-shift-a** | dot accent |
| á | **option-e**, **a** | acute accent |
| à | **option-`**, **a** | grave accent |
| â | **option-i**, **a** | circumflex accent |
| ä | **option-u**, **a** | umlaut accent |
| ã | **option-n**, **a** | tilde accent |
| å | **option-a** | dot accent |
| æ | **option-'** | digraph (ligature) |
| Æ | **option-shift-'** | digraph (ligature) |
| ç | **option-c** | cedilla accent |
| Ç | **option-shift-c** | cedilla accent |
| É | **option-e**, **shift-e** | acute accent |
| È | **option-`**, **shift-e** | grave accent |
| Ê | **option-i**, **shift-e** | circumflex accent |
| Ë | **option-u**, **shift-e** | umlaut accent |
| é | **option-e**, **e** | acute accent |

| Character | Keystroke(s) | Notes |
|---|---|---|
| è | **option-`**, **e** | grave accent |
| ê | **option-i**, **e** | circumflex accent |
| ë | **option-u**, **e** | umlaut accent |
| í | **option-e**, **i** | acute accent |
| ì | **option-`**, **i** | grave accent |
| î | **option-i**, **i** | circumflex accent |
| ï | **option-u**, **i** | umlaut accent |
| Ñ | **option-n**, **shift-n** | tilde accent |
| ñ | **option-n**, **n** | tilde accent |
| Ó | **option-e**, **shift-o** | acute accent |
| Ò | **option-`**, **shift-o** | grave accent |
| Ô | **option-i**, **shift-o** | circumflex accent |
| Ö | **option-u**, **shift-o** | umlaut accent |
| Õ | **option-n**, **shift-o** | tilde accent |
| ó | **option-e**, **o** | acute accent |
| ò | **option-`**, **o** | grave accent |
| ô | **option-i**, **o** | circumflex accent |
| ö | **option-u**, **o** | umlaut accent |
| õ | **option-n**, **o** | tilde accent |
| Ú | **option-e**, **shift-u** | acute accent |
| Ù | **option-`**, **shift-u** | grave accent |
| Û | **option-i**, **shift-u** | circumflex accent |
| Ü | **option-u**, **shift-u** | umlaut accent |
| ú | **option-e**, **u** | acute accent |
| ù | **option-`**, **u** | grave accent |
| û | **option-i**, **u** | circumflex accent |
| ü | **option-u**, **u** | umlaut accent |
| ÿ | **option-u**, **y** | umlaut accent |

| Character | Keystroke(s) |
|---|---|
| ™ | **option-2** |
| ® | **option-r** |
| © | **option-g** |
| ø | **option-o** |
| Ø | **option-shift-o** |
| º | **option-shift-8** |
| ∞ (infinity) | **option-5** |
| § | **option-6** |
| ¶ | **option-7** |
| ¿ | **option-shift-/** |
| ¡ | **option-1** |
| » | **option-shift-** |
| « | **option-** |
| ´ (acute accent) | **option-e**, **space** |
| ` (grave accent) | **option-`**, **space** |
| ^ (circumflex) | **option-i**, **space** |
| ¨ (umlaut) | **option-u**, **space** |
| ~ (tilde) | **option-n**, **space** |
| · (superscript dot) | **option-h** |
| ½ | **ctrl-option-2** |
| ⅓ | **ctrl-option-3** |
| ¼ | **ctrl-option-4** |
| ÷ | **option-/** |
| ± | **option-shift-=** |
| *f* | **option-f** |
| $ | **shift-4** |
| ¢ | **option-4** |
| £ | **option-3** |
| ¤ | **option-shift-5** |

| Character | Keystroke(s) |
|---|---|
| ¥ | **option-y** |
| € | **option-shift-2** |
| ß (beta or German Sharp S) | **option-s** |
| Σ (sigma) | **option-w** |
| π (pi) | **option-p** |
| µ (mu) | **option-m** |
| Ω (omega) | **option-z** |

## Troubleshooting Special Characters

International characters are supported by both Macintosh and Windows computers. However, some Windows programs don't support the Microsoft international character set, so they may have problems displaying international characters correctly. If your characters haven't transferred correctly to a specific Windows program, follow these steps to try to transfer international characters to any problematic Windows program:

1. On your computer, open the Notepad program.
2. On your NEO, send your text to Notepad.
3. In Notepad, select all the text, then press **Ctrl-c** to copy it to the Windows clipboard.
4. Open a new file in the program that didn't accept the special characters earlier.
5. Paste the text into a document in that program.

Copying and pasting through the clipboard usually solves the problem because the clipboard interprets the characters correctly and transfers them into the program.

# WARRANTY AND MAINTENANCE

## Warranty

Renaissance Learning, Inc., warrants the NEO keyboard and display to be free from defects in materials and workmanship for a period of three years from the date of original purchase.

For rechargeable devices, Renaissance Learning, Inc., warrants the rechargeable battery to be free from defects for 90 days from the date of original purchase.

During this period, if a defect occurs, Renaissance Learning, Inc., will, at its option, repair or replace your NEO at no charge to you, provided that it is returned during the warranty period to Renaissance Learning, Inc., or one of its authorized resellers. This warranty does not apply if your NEO has been damaged by accident or abuse, modified without the written permission of Renaissance Learning, Inc., or if identifying marks (including serial numbers) or seals have been removed or defaced.

There are no other warranties, expressed or implied. Renaissance Learning, Inc., accepts no responsibility for consequential damages, including, but not limited to, loss of profit or benefits.

## Guarantee

Renaissance Learning, Inc., will refund your money in full (less original shipping charges) if the items are returned in original condition within thirty days of customer receipt of items.

# Maintenance Tips

With proper care and maintenance, your NEO will last a long time. These practices help keep your NEO in top condition:

- Always turn off your NEO before changing the batteries.
- Take care not to break the LCD screen. Don't drop NEO or subject it to strong impact. Don't place an AC adapter or other heavy object over the LCD screen.
- Clean the screen only with a soft, dry cloth. Don't use solvents.
- Keep your NEO away from extreme heat. Don't leave it on the dashboard of a car, in the trunk of a car, or near a heater.
- Don't leave your NEO in a place that is extremely dusty or damp.
- Don't use frayed or damaged cables.
- Never force a connector into a port if the connector and port do not join easily.

## Storing Your NEO

If you know you're not going to be using your NEO for awhile, follow these guidelines:

- If you are storing a NEO that uses alkaline batteries, and you're going to be storing it for longer than six months, or the battery capacity is less than 20%, remove the batteries from the NEO.
- If you're storing a rechargeable NEO for between one and six months, charge the NEO **before** you store it, and again **after** you take it out of storage (to compensate for the battery pack's self-discharge). If you're storing a group of rechargeable NEOs, be sure to charge **all of them** before and after storage.
- Use care when storing or stacking a group of NEOs. You may inadvertently cause a power drain from some units if they are stored incorrectly. If several NEOs are stacked on top of each other and offset somewhat, be careful that the rubber foot on the bottom of one NEO does not touch the **on/off** key on the top of another NEO. If any NEO is accidentally turned on and the **on/off** key remains pressed, this causes a small but constant battery power drain even though nothing may appear on the screen. To avoid this potential problem, stack your NEOs on edge or carefully make sure they are stacked vertically with no offset. You might want to enable the

Two-Button On option in the NEO Control Panel so you can't turn the NEO on by pressing just one key.

## Return Procedures

**Important:** If you're a customer outside the United States or United Kingdom, and you purchased your NEO from a reseller, then you should contact that reseller for assistance with your NEO. Do not return the device to Renaissance Learning.

If you bought your NEO direct from Renaissance Learning outside the United States or United Kingdom, contact the technical support resource listed for your region in the front of this manual.

If you have a problem with your NEO, first read the section "Troubleshooting" on page 119. If this section doesn't help you solve your problems, follow these steps for help.

1. Contact Technical Support using the contact information for your country listed on page ii. Eighty percent of all problems can be solved by email or over the phone.
2. If the device does need to be returned to the factory for repair, it must be assigned an RMA (Return Material Authorization) number in order to track the unit before it is returned. To receive an RMA number, contact Technical Support using the contact information for your country listed on page ii. You'll need to provide the following information:
   a. A detailed description of the problem
   b. The serial number of the device
   c. Your name and the address where the device should be returned

   **Note:** Only Renaissance Learning, Inc. can assign RMA numbers. If a NEO is returned without an RMA number, it will delay the repair and increase the chance that it could become lost.
3. Write the RMA number on the outside and inside of the box. Also on the inside, tape a short, detailed note to the NEO explaining the problem (include the RMA number).
4. Ship the damaged NEO to the address given when you receive your RMA number. You will be sending your NEO to a repair center, not to the Renaissance Learning, Inc., office.

   **Important:** Please ship NEO with a reliable shipper. Renaissance Learning, Inc., will not be held responsible for devices that are lost in shipment from a customer, or that are returned without an RMA number.

Your repaired NEO will be returned to you within two weeks of receipt. If damages are due to accident or abuse, you'll be charged a fee for the parts replaced, as well as a repair handling fee.

# FCC Statement

**Note:** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

## FCC Caution

Any changes or modifications not expressly approved by Renaissance Learning could void the user's authority to operate the equipment. This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

# INDEX

## Numerics

2Know! Toolbar and NEO 2 63

## A

AA batteries 123
    installing 4
    replacing 124
About NEO 2 setting 73
AC adapter specifications 125
Accelerated Math RP and NEO 2 61
AccelTest software and NEO 2 57
Adding words to user dictionary 67, 110
Africa contact information ii
Alkaline batteries 123
AlphaBeam 18
    installing 18, 19, 20
AlphaQuiz SmartApplet 8, 54
AlphaSmart Manager 82
    deleting SmartApplets 104
    described 82
    disabling SmartApplets 109
    installing 16
    installing SmartApplets 101
    manual 118
    more information 118
    passwords in 112
    printing files 84, 87
    retrieving KeyWords data 101
    saving files 84, 89
    sending a user dictionary to NEOs 115
    setting the master password 112
    starting 83
    system settings 105, 107
    viewing files 84, 86
AlphaWord Plus SmartApplet 8, 24, 54
    changing passwords for specific files 68
    enabling file passwords 68
    printing files 14
    resetting passwords for files 69
    settings 68, 109
    show marks setting 68
    starting 24
    using 24
Antivirus software 121
Antonyms 40
Asia/Pacific contact information iii
Auto Repeat setting 74, 106
Automatic startup 123

## B

Batteries 123, 128
    caring for 129
    charging rechargeable 5
    checking charge (status) 70, 128
    installing 3
    installing AA batteries 4
    installing rechargeable 5
    lithium 129
    rechargeable 126
    rechargeable upgrade kit 123
    replacing 124
    status indicator 128
Beamer SmartApplet 8, 54
Beaming AlphaWord Plus files to a printer 15
Beaming text from one NEO to another 13
Beaming text to a computer 11
Black light in AlphaSmart connection status 84
Blank files 7
Blank screens 119
Broken LCD screen 121

## C

Calculator SmartApplet 8, 54
    turning off 56, 69
Can't send data to computer 119
Canada contact information iii
Case reversed on sent characters 121
Changing file passwords 68, 79
Changing font size 30
Changing NEO settings 105, 107
Changing settings in the Control Panel 66
Changing the font size 31
Changing transfer speed 74, 75
Character counts 46
Characters, international or special 130, 134
Characters, missing 120
Charging rechargeable batteries 5
Checking battery charge (status) 70, 128
Checking file size 48
Checking spelling 36
    disabling feature 38
    tips 37
    user dictionary 38
Clearing a send list password 114
Clearing all files 50
Clearing files 49, 50
Clipboard 27
    contents 27
    status 27
Closing send lists 112
Commands, keyboard 70, 130
Conditioning rechargeable batteries 126
Connecting NEO to a computer using a USB cable 9
Connection status 83
Contact information ii
    Africa ii
    Asia/Pacific iii
    Canada iii
    Europe ii
    Latin America iii
    Middle East ii
    United Kingdom ii
    United States ii
Contrast, screen 69
Control Panel SmartApplet 8, 54, 66
    changing settings 66
Copying text 26
Copyright notice iii
Counting characters, words, paragraphs, pages 46
Creating files 28
Cursor
    missing 119
    moving 25
Custom dictionary 38
    sending to NEO 115
Cutting text 26

## D

Data, recovering 52
Delete user dictionary setting 67
Deleting all AlphaWord Plus files 109
Deleting files 49, 51
Deleting SmartApplets 104
Deleting text 26
Deleting user dictionary 67, 110
Dictionary, user 38, 115
Disable This SmartApplet setting 109
Disabling SmartApplets 56, 109
Disabling spell check 38
Displaying battery status 70
DVORAK keyboard layout 71

## E

Editing files 29
Email, sending text to 13
Empty files, sending to NEOs 101
Enabling password protection for AlphaWord Plus files 68, 77
Encryption key for NEO 2 74
English-Spanish word lookup 40
Entering text 25
Europe contact information ii
Extra large font 30

## F

FCC statement 141
File is full message 47
File passwords 76
    setting for AlphaWord Plus 109
Files 27
    capacity 47
    changing passwords 68, 69
    checking file size 48
    clearing 49, 50
    clearing all 50
    creating 28
    deleting 49, 51
    deleting all using AlphaSmart Manager 109
    editing 29
    enabling password protection 68, 77
    full 47
    length 46
    linked 42
    maximum/minimum sizes 109
    naming and saving 28
    passwords 76, 78, 114
    printing in AlphaSmart Manager 84, 87
    reaching capacity in 48
    recovering 52
    resetting passwords 69, 79
    saving in AlphaSmart Manager 84, 89
    sections 35
    sending empty files to NEOs 101
    sending to NEOs 91
    size 47, 109
    switching 10
    viewing in AlphaSmart Manager 84, 86
Files that aren't blank 7
Finding and replacing text 34
Finding sections 35
Finding text 33
Finding text again 33
Finding text by section 35
Fixed-width font 32
Font sizes on NEO 30
Fonts
    Extra Large 30
    Large 30, 32
    Medium 30
    resetting to System 106
    setting the size 31
    Small 30
    System 30, 32
    Very Large 30
Formatting text 30
Full file 48

## G

Garbage characters 121
Get Utility 18
Getting started 3
Green light in AlphaSmart Manager connection status 84
Guarantee 138

## I

Idle time setting 106
Individual file passwords 78
Installed SmartApplets 8, 54
Installing AA batteries in NEO 4
Installing AlphaBeam 18, 19, 20
Installing AlphaSmart Manager 16
Installing batteries in NEO 3
Installing SmartApplets 101
Installing Spanish-English word lookup 117
International characters 134
Introduction to the NEO 1
IR beaming from NEO to a computer 11
IR beaming, requirements 18
IR beaming, setting up 18
IR pod 18
IR transfer speed setting 106
IrDA transceiver 18

## K

Keyboard
- alternate layouts 71, 72, 73, 76
- auto repeat 74
- commands 70, 130
- settings 71
- slow keys setting 71
- sticky keys setting 72

Keyboard commands on NEO 70, 130
Keyboard layout setting 71, 72, 73, 106
Keyboarding timer 52
KeyWords SmartApplet 8, 54
- retrieving data from 101

## L

Large font 30
Latin America contact information iii
Launching AlphaSmart Manager 83
LCD screen 121
Left (one hand) keyboard layout 71
Length of a file 46
Linked files 42
- printing 44
- sample 45
- sending to NEOs 43
- tips for using 44
- viewing 44

Lithium battery 129
Looking up Spanish words 40
Low battery message 128

## M

Maintenance tips for NEO 139
Master password 76, 106, 112
Match case replace option 34
Maximum file size 109
Medium font 30
Memory column 102
Middle East contact information ii
Missing characters 120
Monospaced font 32
Moving the cursor 25
Multimedia text fields, sending text to 13

## N

Naming files 28
NEO 2
- using the Responder SmartApplet 57
- using with Accelerated Math RP 61
- using with AccelTest 57
- using with the 2Know! Toolbar 63

NEO 2 settings
- about NEO 2 73
- Search for Networks 73
- wireless security 74

NEO files, viewing in AlphaSmart Manager 84
NEO power sources 123
NEO status (settings) 81

## O

Opening send lists 112
Overwriting NEO files with empty files 101

## P

Page counts 46
Paragraph counts 46
Password protection for AlphaWord Plus files 77
Passwords 76
- changing for specific files 68
- default file 79
- enabling password protection for files 68, 77
- file 114
- for AlphaWord Plus files 76
- in AlphaSmart Manager 112
- master password 76, 112
- resetting for all files 69, 79
- resetting for files 79
- send list 76, 113, 114
- setting for files 78

Passwords enabled setting for AlphaWord Plus 109
Pasting text 26
Power sources for NEO 123
Printer selection setting 106
Printing AlphaWord Plus files from NEO 14
Printing files in AlphaSmart Manager 84, 87
Printing using a USB cable connection 15
Printing using infrared (IR) beaming 15
Procedures for return 140
Proportional font 32

## Q

QuizDesigner 54
QuizManager 54
QWERTY keyboard layout 71

## R

Rechargeable batteries 125
    conditioning 126
    lifetime 127
    specifications 126
Rechargeable battery upgrade kit 123
Recharging NEOs 127
Recovering files 52
Red light in AlphaSmart Manager connection status 84
Removing the send list password 114
Renaissance Receiver
    connecting to 73
Replace All option 34
Replacing AA batteries 124
Replacing text 34
Requirements for IR beaming 18
Requirements for NEO 3
Reset system font setting 106
Resetting all file passwords 69
Resetting file passwords 79
Resetting the system font 106
Responder SmartApplet 8, 54
    using 57
Retrieving KeyWords data using AlphaSmart Manager 101
Return procedures 140
Right (one hand) keyboard layout 71
RMA number 140
Rubrics 42
    sending to NEOs 93

## S

Safety 138
Saving files 28
Saving files in AlphaSmart Manager 84, 89
Saving send lists 111
Screen contrast 69
Screen, blank 119
Screen, broken LCD 121
Search for Networks setting (NEO 2) 73
Searching for text 33
Sections of AlphaWord Plus files 35
Selecting a font size 31
Selecting text 26
Self discharge effect 127
Send list password 76
Send lists 110
    closing 112
    opening 112
    password 113
    password, removing 114
    saving 111
Sending a user dictionary to NEOs 115
Sending empty files to NEOs 101
Sending files to a computer 9
    programs that can receive files 13
    using a USB cable connection 9, 10
    using infrared (IR) beaming 11
Sending files to NEOs 91
Sending linked files to NEO 43
Sending rubrics to NEOs 93
Sending text to a computer 9, 10, 11
Sending Write On! lessons to NEOs 98
Setting font size 31
Setting up infrared (IR) beaming 18

Settings
about NEO 2 73
add new word to user dictionary 67
auto repeat 74
change a specific file password 68
change default SmartApplet font 69
delete user dictionary 67
display battery status 70
for AlphaWord Plus 68, 109
for NEO 66
for NEO, changing in AlphaSmart Manager 105, 107
for SmartApplets 108
for spell check 67, 110
keyboard 71
keyboard command reference list 70
keyboard layout 71, 72, 73
reset all file passwords 69
search for Networks (NEO 2) 73
set screen contrast 69
slow keys 71
sticky keys 72
system 106
turn add words to user dictionary ON/OFF 67
turn Calculator off 69
turn file passwords ON/OFF 68
turn show marks in files ON/OFF 68
two-button on option 69
view keyboard layout 70
wireless security (NEO 2) 74
Show marks setting for AlphaWord Plus 68, 109
Size limit for files 47
Size of files 47, 109
checking 48
Slow Keys setting 71, 106, 120
Small font 30
SmartApplets 8, 54
AlphaQuiz 54
AlphaWord Plus 54
Beamer 54
Calculator 54
Control Panel 54
defined 54
deleting from NEOs 104
disabling in AlphaSmart Manager 109
disabling on a NEO 56
installed on NEO 8, 54
installing 101
instructions for using 8, 55
KeyWords 54
Responder 54
settings 108
startup 56, 107
Space for files 47
Spanish-English word lookup 40
installing 117
Special characters 130, 134
Speed of text transfer 74, 75
Spell checking 36
settings 67, 110
tips 37
turning off or disabling 38
user dictionary 38
user dictionary, sending 115
Spills 122
Spreadsheets, sending text to 13
Standard keyboard layout 71
Starting AlphaSmart Manager 83
Starting AlphaWord Plus 24
Starting the NEO 6
Startup SmartApplet 56, 106, 107
Status of battery charge 128
Status of NEO connection in AlphaSmart Manager 83
Status of NEO settings 81
Status of the clipboard 27
Sticky Keys setting 72, 106
Storing NEOs 127, 139
Switching files 10
System font 30, 32
System requirements 3
System settings 106
System status 81

## T

Tabs in text 30
Text
    cutting, copying, pasting, or deleting 26
    finding 33
    formatting 30
    replacing 34
    searching for 33
    selecting 26
    sending to a computer 9, 10, 11
    size on NEO 30
Thesaurus 39
    antonyms 40
    replacing with Spanish-English lookup 40
Timing your typing 52
Tips for NEO maintenance 139
Tips for spell checks 37
Tips for using linked files 44
Toxic elements statement 128
Transfer speed 74
    for IrDA beaming 75
    for USB cable connections 75
Transfer speed setting 106
Troubleshooting 119
Turn add words to user dictionary ON/OFF 67
Turn files passwords ON/OFF 68
Turn show marks in files ON/OFF 68
Turning off spell check 38
Turning off the Calculator 56
Turning the NEO on 6
Two-button On setting 69, 106
Typing on NEO 25
Typing special or international characters 134
Typing timer 52

## U

United Kingdom contact information ii
United States contact information ii
Upgrade kit, rechargeable battery 5, 123
URL for AlphaSmart Web site ii
USB connection to computers 9
USB printer 15
User dictionary 38, 115
    adding words to 67, 110
    deleting 67, 110
    sending to NEO 115

## V

Very large font 30, 32
Viewing file length 46
Viewing files in AlphaSmart Manager 84, 86
Viewing linked files 44
Viewing the contents of the clipboard 27
Viewing the keyboard layout 70

## W

Warranty 138
Web site ii
Whole Word Replace option 34
Why use NEO 1
Wireless security setting (NEO 2) 74
Word counts 46
Word lookup (Spanish-English) 40
    installing 117
Working with files 30
Workspaces 27
Write On! lessons, sending to NEOs 98
Writing on NEO 7, 25

## Y

Yellow light in AlphaSmart Manager connection status 84

www.renlearn.com

51-0014B-0907